CHANGE HISTORY

Revision	Date	ECN Number	Section	Paragraph	Description
See Windchill for Revision History					
-	12-Aug-2025	31986	All	All	Complete rewrite.

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1.0 REFERENCES

Document #	Document Title or Description:
AS9102	Aerospace First Article Inspection Requirements
AS9100	Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations.

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AS9120	Quality Management Systems – Requirements for Aviation, Space, and Defense Distributors.
AS13100	Quality Management System Requirements for Aero Engine Design and Production Organizations
AS6174	Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
AS5553	Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition
ISO9001	Quality Management Systems - Requirements
ISO17025	General Requirements for the Competence of Testing and Calibration Laboratories
Nadcap	National Aerospace and Defense Contractors Accreditations Program
AS9146	Foreign Object Damage (FOD) Prevention Program Requirements for Aviation, Space, and Defense Organizations.
01045714	L4-01045714_FORM_Supplier Quality Survey
01080081	L4-01080081_Material Procurement Card

2.0 PURPOSE

The purpose of this document is: to provide a guideline to the Suppliers of Albany Engineered Composites (AEC) GmbH of the basic expectations regarding the Supplier's quality management systems, design requirements and manufacturing process controls required for doing business with AEC.

3.0 SCOPE

This document applies to all Suppliers of Albany Engineered Composites, GmbH in Kaiserslautern, Germany, providing AEC with materials, products, processing and related services, including intra-company Suppliers.

The general requirements contained within this manual do not supersede conflicting information found on contract or drawing. Those items take precedence.

In this manual, the terms "shall" and "must" indicate mandatory actions; "should" signifies actions that are necessary and expected, allowing for some flexibility in how to comply; and "may" denotes actions that are permissible or discretionary.

Questions concerning this manual should be directed to your respective AEC Buyer.

4.0 ACRONYMS / DEFINITIONS

Term / Acronym	Definition
AEC	Albany Engineered Composites
AMS	Aerospace Material Specification
APQP	Advanced Product Quality Planning
AS	Aerospace Standard
ASL	Approved Supplier List
CA	Corrective Action

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CofC	Certificate of Conformance
COTS	Commercial Off-the-Shelf
DIN	Deutsches Institut für Normung (German Institute for Standardization)
EN	European version of aerospace standard
FAI	First Article Inspection
FOD	Foreign Object Damage
ISO	International Organization for Standardization
MPC	Material Procurement Card
MRO	Maintenance, Repair and Overhaul
MS	Military Standard
NAS	National Aerospace Standard
OEM/ OCM	Original Equipment Manufacturer/ Original Component Manufacturer
PPAP	Production Part Approval Process
PO	Purchase Order
QN	Quality Notification controlled in SAP system, i.e. when documenting Supplier nonconformance or Corrective Action Requests
SDS	Safety Data Sheet

5.0 RESPONSIBILITIES

Title	Responsibility
Quality	Responsible for maintenance of this document
Supply Chain/ Procurement	Ensure the purchase order is complete in its entirety and contains the necessary information to ensure product conformity requirements are properly noted.
Supplier (External Provider)	Comply with this procedure, the complete text of purchase orders, and terms and conditions as well as other applicable information available on the AEC Supplier Portal Supplier (External Provider) shall be required to furnish all request documentation at time of shipment.

6.0 PROCEDURE

6.1 **General Requirements**

6.1.1 **Applicability:**

All Suppliers are to fully comply with the stated requirements of this manual. Individual waivers on certain elements may be granted at the discretion of Albany Engineered Composites, contact your buyer to document this process. All Suppliers shall provide all documentation in German or English language.

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These general requirements do not apply to MRO purchases of material and services such as paper, cleaning, supplies and consumables that do not form a part of the product delivered by AEC to its customers.

6.1.2 **Right of Access:**

Suppliers shall provide access to their premises and facilities for AEC, our customers and regulatory authorities for co-operation on product, process and business issues, including all subcontractors or sub-tier Suppliers and all applicable quality records.

Notifications shall be addressed to the attention of the quality director via your buyer. If access restrictions are identified AEC shall develop a risk analysis and mitigation plan to be implemented with the Supplier.

6.1.3 **Notification of Organization Changes:**

Changes to the Supplier's organization that may affect quality and/or finance, shall be communicated to the AEC Buyer, for approval. (Examples include; changes to key personnel, processes, products, certifications, or services, including changes to external providers or location of manufacture).

6.1.4 **Purchase Order Requirements:**

The Supplier shall adhere to all purchase order terms and conditions and any stated special instructions. The PO is the controlling document and overrides any requirements specified in this document. Terms and conditions, and additional Supplier Quality information is located on the AEC Supplier Portal. Albany International Supplier Portal

6.1.5 **Industry Standards:**

AEC will not provide copies of copyrighted industry standards (AMS, AS, NAS, DIN, EN, ISO, etc.) Suppliers may obtain copies of industry standards from the agency that controls the standard.

6.1.6 **Responsibility for Product Conformance:**

AEC and its customers expect Suppliers to deliver and certify material that is fully compliant with all purchase order requirements.

Suppliers and their sub-tier Supplier(s) shall be responsible for quality, reliability and safety of their products/services to meet all fit, form, function, industry and regulatory requirements.

AEC reserves the right to reject any deliverable that does not meet fit, form, function, industry, regulatory, and company requirements.

6.1.7 **Communications:**

All communications related to the fulfillment of purchase order(s) shall be carried out through the AEC Procurement organization.

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AEC Quality reserves the right to contact Suppliers and their sub-tier Supplier(s) for all quality related questions, issues, request for failure analysis, corrective actions or any related quality concerns.

6.1.8 **Protection of AEC Technology and it's Customer's Propriety Information:**

Any information the Supplier receives from AEC must be kept confidential and not disclosed to any third party without the prior written agreement with AEC. Proprietary information can include but is not limited to all versions of electronic data, drawings, documentation, tooling, and materials.

6.1.9 **Counterfeit Parts Prevention:**

Supplier shall plan, implement, and control counterfeit part prevention processes in accordance with AS6174 or AS5553 as applicable, which includes notification to the AEC Buyer within three working days of confirmation of counterfeit material.

Supplier represents and warrants that only new and authentic materials are used in products required to be delivered to Albany Engineered Composites and that the products delivered contains no counterfeit parts. No other material, part, or component other than a new and authentic part is to be used unless approved in advance in writing by AEC.

To further mitigate the possibility of the inadvertent use of counterfeit parts, Supplier shall only purchase authentic parts/components directly from the original equipment manufacturers (OEMs/OCMs) or through the OEMs/OCMs authorized distribution chain.

Supplier must make available to AEC documentation that authenticates traceability of the components to that applicable OEM/OCM. Purchase of parts/components from independent distributors is not authorized unless approved in writing by AEC procurement.

Supplier shall flow the requirements of this document to its subcontractors and Suppliers at any tier for the performance of this contract/purchase order.

6.1.10 **Material Obsolescence:**

When a material (such as a part, component, or raw material) is no longer going to be available for purchase or production, the Supplier shall notify the AEC Buyer as soon as this information becomes available. At least six months' notice prior to the cutoff date for accepting orders from AEC is expected to ensure sufficient time for AEC to plan and implement necessary actions. These actions may include, but are not limited to, lifetime buys or product redesigns to mitigate supply disruptions and maintain production continuity.

6.2 Supplier Assessment/Qualification

6.2.1 **Supplier Quality Survey:**

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A Supplier Quality Survey (SQS), Form L4-01045714, shall be completely filled out for Suppliers who are not certified to AS9100, ISO9001, or ISO17025.

For Suppliers with third-party accreditations the front page of the Supplier Quality Survey must be filled out and a copy of their certificate must be supplied to AEC. Suppliers will be evaluated and approved prior to placing a purchase order.

All survey questions must be answered. If a Supplier has any questions regarding the survey, they should contact the AEC Buyer for clarification.

All Suppliers are required to fill out the Code of Conduct.

The purpose of the survey is to give an initial overview of the Supplier's organization. After the completed survey has been evaluated by AEC Quality, a decision will be made as to the level of approval granted.

6.2.2 **Supplier Quality Audit:**

The Supplier's quality management system may be assessed and approved by AEC Quality as part of the qualification process.

As part of AEC's Supplier Development and Control Program, approved Suppliers may be subject to periodic verification audits. These audits are conducted as necessary to confirm continued product and process conformance to AEC requirements.

6.2.3 **Supplier Performance:**

On-Time Delivery and Quality delivery performance will be tracked by AEC and communicated to Suppliers through performance scorecards and/or during business review meetings. Business Review meetings will be scheduled at the discretion of AEC Procurement or Quality.

Supplier performance ratings for both on-time delivery and quality will be measured on a 12-month rolling average as follows:

Delivery and Quality Performance	Rating
100%	Preferred - Always Meets Expectations
99%	Acceptable - Usually Meets Expectations
98%	Meets Minimum Expectations- Sometimes Meets Expectations
<98%	Unsatisfactory - Fails to Meet Expectations

Suppliers are expected to take prompt and effective action to address any identified nonconformances or adverse performance trends.

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Based on the severity or recurrence of issues, AEC Quality reserves the right to implement additional oversight measures. These may include, but are not limited to, source inspections, quality system audits, probationary status, removal from the Approved Supplier List (ASL), or other actions deemed necessary to protect product quality and compliance.

6.3 Quality Management System Requirements

6.3.1 **Supplier Types:**

Suppliers are separated into the following types and requirements based on the commodity they provide:

Table 1	
Supplier Type	**QMS Minimum Requirement**
Type 1: Make to Print and Type 2A: Design and Manufacture. Manufacture, inspect, test, and certify the conformance of semi-finished and/or finished products (installed on aerospace engines or a component of such a product) to proprietary engineering drawings whether customer design, or organization design.	9100 registration
Type 2B: Design only. Contracted Design Responsible Organization/Partner/Supplier Tasks Organizations.	ISO 9001 or Site Quality Management Approval based on scope of work
Type 3: Distributor. An organization carrying out the purchase, storage, splitting or sale of products without affecting product conformity. Distributors are limited to Raw Materials, Industry Standard Parts, and Commercial-Off-The-Shelf (COTS) items.	9120 registration
Type 4: Special Process. As part of an Organizations manufacturing scope and/or Special Process Houses.	Nadcap or end-use Customer's requirements
Type 5: Raw Material. Manufacture, inspect, test, and certify the conformance of Raw Material to proprietary engineering specifications.	ISO 9001 registration
Type 6: Production Shop Assist Only and Equipment Providers. Offload of planned manufacturing operations or equipment manufacturers/distributors.	ISO 9001 or Site Quality Management Approval based on scope of work

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Type 7: External Calibration or Laboratory Service Provider.	ISO/IEC 17025 or National Equivalent, e.g., UKAS, COFRAC, NIST
Type 8: Industry Standard Part or Industry Standard Raw Material Manufacture.	ISO 9001 registration
Type 9: Castings and Forgings Produced to a Proprietary Design.	9100 registration

Exceptions to these requirements may be granted based on program needs, customer specifications, or at the discretion of Senior Quality and Procurement Management.

Supplier shall implement and maintain the required quality management system throughout the performance of all work under the purchase order.

The Supplier's quality management system shall provide a means of ensuring that product conforms to specified requirements. This system shall control the issue of MPCs, drawings, specifications, procedures, etc. Provision shall be made for the control of obsolete copies and subsequent archiving and disposition.

Supplier shall ensure that personnel are made aware of their contribution to product or service conformity, product safety and the importance of ethical behavior.

Any changes in the Supplier's certification status shall be reported within three business days to AEC.

6.3.2 **Quality Records:**

The Supplier shall maintain a documented procedure for record creation, change (handwritten or other), completion and control of quality records in accordance with applicable quality system standard (i.e. ISO 9001, AS9100, AS13100).

Unless otherwise approved by AEC in writing, the Supplier shall retain all required records for a minimum of 50 years after record generation.

6.3.3 **Management Responsibility:**

The Supplier shall make known a person to AEC, who will have the necessary authority to assume responsibility for product quality. It is expected that the named person will provide evidence of the Supplier's commitment to the development and implementation of the quality management system and continually improving its effectiveness.

6.3.4 **Resource Management:**

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The Supplier shall determine and provide the resources needed to maintain the quality system and continually improve its effectiveness, and enhance customer satisfaction by meeting AEC requirements. Personnel performing work affecting product quality shall be competent based on appropriate education, training, skills and experience.

The Supplier shall determine, provide and maintain the infrastructure needed to achieve conformity to product requirements.

Upon request, the supplier shall prepare a capacity plan and submit it to Albany Engineered Composites GmbH.

6.4 Product Realization

6.4.1 **Customer Related Processes (Contract Review):**

Purchase Orders and contracts shall be formally reviewed to ensure that the Supplier has the technical and logistical capabilities to meet the requirements. Discrepancies or queries shall be resolved before the order or contract is accepted.

Amendments to orders or contracts shall be formally reviewed.

Records of contract review shall be maintained.

All applicable specifications and/or requirements shall be flown down to sub-tiers.

6.4.2 **Design and Development:**

If design activities are undertaken for AEC by the Supplier, design inputs and outputs shall be adequately specified (example: by specification).

Formal documented reviews shall be held at appropriate stages of design. Designs shall be checked by verification (theoretical check) and validation (practical check).

All design changes shall be documented and approved by AEC personnel before implementation.

6.4.3 **Purchasing:**

Supplier shall not sub-contract any work awarded without the prior written approval from AEC.

Supplier shall establish and implement activities to ensure that purchased material is conforming to applicable requirements.

6.4.4 **Traceability:**

The Supplier shall establish and maintain a traceability system that ensures full lot traceability of all products throughout their lifecycle. This includes maintaining accurate records linking materials, components, and finished products to their manufacturing and inspection history.

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Traceability records must be retained and made available to AEC upon request or when required by the purchase order.

6.4.5 **Supplier Sub-Tier Control:**

The Supplier shall ensure that subcontractors/sub-tier suppliers are evaluated and selected on their ability to meet specified requirements. An approved list of subcontractors/Suppliers shall be maintained.

Purchasing documents shall clearly describe the relevant drawings and specifications including issue (revision) status and the quality requirements to be applied.

The Supplier is required to use customer approved sources when identified on the purchase order, MPC, and/or drawing.

The Supplier shall ensure that subcontractors/sub-tier suppliers are evaluated and selected on their ability to meet specified requirements. An approved list of subcontractors/Suppliers shall be maintained.

Purchasing documents shall clearly describe the relevant drawings and specifications including issue (revision) status and the quality requirements to be applied.

The Supplier is required to use customer approved sources when identified on the purchase order, MPC, and/or drawing.

6.4.6 **Product and Service Provision:**

Manufacturing processes shall be defined by documented procedures. Criteria for quality shall be defined by documented procedures.

Where processes cannot be verified by subsequent inspection or testing, such processes shall be performed by qualified operators and/or have suitable process control parameters established.

6.4.7 **Control of Monitoring and Measuring Devices**

All measuring and test equipment used to demonstrate conformance of product shall be calibrated with reference to national or international standards. Such equipment shall be clearly marked with identification of its calibration status, including expiry date. Records of calibrated equipment shall be maintained. When equipment is found to be out of calibration, actions shall be taken to identify and rectify any affected product including product already shipped.

6.4.8 **FOD Program:**

The Supplier shall establish, implement and maintain a Foreign Object Damage (FOD) prevention program in accordance with the requirements of AS9146. This program shall address the

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prevention, detection, and elimination of FOD throughout all applicable processes, including manufacturing, assembly, testing, inspection, packaging, and shipping.

The Supplier is also responsible for ensuring that FOD prevention requirements are flowed down to sub-tier suppliers to maintain consistent control across the entire supply chain.

6.4.9 **Handling and Packaging:**

If packaging requirements are not specified by contract, the Supplier shall apply best commercial practices to ensure product is protected from damage, substitution, corrosion, and deterioration. Packaging materials shall be selected to mitigate the risk of Foreign Object Damage (FOD); materials such as packing peanuts or similar debris-generating substances are strictly prohibited. All packaging must be designed to minimize FOD risk during handling and transportation.

6.5 Measurement, Analysis and Improvement

6.5.1 **Monitoring and Measurement of Product:**

The Supplier shall monitor and measure the characteristics of the product to verify that the product requirements have been met. This shall be carried out at appropriate stages of the product realization process per planned arrangements.

6.5.2 **Product Acceptance:**

When product acceptance authority media is utilized (i.e. stamps, electronic signatures), the Supplier shall establish controls for the media:

a. Avoid misuse
b. Establish traceability to the authorized user
c. Avoid duplication
d. Align to responsibilities and authorities defined within the quality system
e. Be maintained in good condition and legible

6.5.3. **Supplier First Article Inspection (FAI):**

First article inspections shall be performed per AS9102 - Aerospace First Article Inspection Requirement. FAI data package includes a ballooned drawing, material/process certifications, and completed forms 1, 2, and 3.

The following are exempt from FAI requirements:

a. A delta FAI is acceptable in lieu of a full FAI when a previously rejected part or assembly is resubmitted. The delta FAI must address and demonstrate conformity to the nonconforming characteristics only.
b. Standard hardware, proprietary off the shelf material whose characteristics are established 100% by non-customer drawings (i.e. NAS, MS, AS), or deliverable software.
c. Parts or assemblies contractually excluded.

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The Supplier shall establish a process for the inspection, verification and documentation of a representative item from the first production run of a new part, or following any subsequent changes that invalidates the previous FAI. Excess products remaining from a previous production lot may not be used to fulfill FAI requirements.

The FAI Report must be submitted to AEC on or before the first shipment of the applicable product. Packaging shall be conspicuously marked with "FAI Report Enclosed" or similar.

6.5.4. **Control of Non-Conforming Product:**

Supplier shall have an established procedure and require their sub-tier Suppliers for advance notification to AEC for escaped non-conforming product and make necessary arrangements for immediate containment and product recall if necessary.

The advance notification of escape to AEC shall be completed within 24 hours to the AEC buyer. This communication is required whether from Supplier or their sub-tier Supplier. This notification shall include all production information, non-conformity, manufacturing date and part traceability, containment plan and actions in all locations to include in-route product.

If seller identifies non-conforming product, and wishes to pursue a deviation through AEC, the Supplier shall contact the AEC buyer to ensure documentation of applicable details and required approvals.

Under no circumstances shall non-conforming product be shipped to AEC without approval.

In either of these circumstances, a corrective action may be assigned to the Supplier. It is expected that a systematic solution be applied to the root cause for corrective action and that objective evidence is provided.

6.6 Shipping Documentation Requirements

6.6.1 **Packing Slip/Certificate of Conformance (CofC):**

The Supplier shall provide a packing sheet and CofC (if required per PO or contract), this may be a combined document, for each separate shipment with the following requirements:

a. Supplier's Company name and address
b. Purchase order and line item
c. AEC material number (if applicable)
d. Quantity (unit of issue) total by line item
e. Certified to appropriate documents listed on MPC Card (when applicable)
f. Certified to the MPC Revision applied to the purchase order (when applicable)
g. Vendor lot number (i.e. traceability code)

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h. Statement that all work performed in connection with the purchase order conforms to requirements. This Supplier's quality management or designee must sign and/or stamp the document.
i. Distributors must attach original manufacturer's C of C with their own (includes all distributors to establish full chain of custody)
j. If shipping multiple lots of the same part number, each lot must have a corresponding quality stated on the C of C
k. Dispositioned non-conformance report (if applicable)
l. SDS (if applicable)
m. FAI enclosed (if applicable)

6.6.2. **Suppliers of Age Sensitive Materials:**
Supplier shall provide expiration date, if applicable, that meets AEC MPC requirements. If shelf life is not within stated requirements, treat as non-conforming product and notify AEC buyer for approval to ship.

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