

# SQR02 – Commercial Supplier Quality Requirements

## Summary

This document details additional Supplier Quality Requirements applicable to Aerco Purchase Orders when this document is invoked.

This applies to purchases for product to be supplied to Aerco's Customers that only require a Commercial Level Release.

SQR01 shall be applied for purchases for product to be supplied to Aerco's Customers requiring AS9120 Level Release

## CONTENTS

1. Scope	2
2. Quality System	2
3. Retention of Records	2
4. Right of Access	2
5. Ethics, Anti Bribery and Non-Discrimination	2
6. Anti-Slavery and Human Trafficking	3
7. Conflict Material	3
8. REACH	3
9. RoHS	4

		Approved by
Prepared by:	Stephen Herritts	Supply Chain Manager
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## 1. Scope

When this document is invoked, the following supplier quality requirements are applicable to Aerco Purchase Orders in addition to any other release clauses identified on the Purchase Order.

## 2. Quality System

Where the supplier does not maintain a Quality Management System in compliance with ISO9001, they shall as a minimum have documented processes that ensure the competence of staff and the quality of the goods supplied, and to control any non-conforming product.

Suppliers are not authorized to ship known non-conforming product to Aerco unless previously approved by the Aerco's Quality Department.

Acceptance of noncompliant products and services shall be at the sole discretion of Aerco. The approval of concessions shall not constitute a precedent to accept similar noncompliant product in the future. Under no circumstances shall a supplier ship product to Aerco until the supplier has received formal written approval of the submitted concession.

## 3. Retention of Records

The Supplier shall retain objective evidence of conformance to Aerco's Quality requirements for each shipment. Objective evidence includes but is not limited to test and inspection records associated with the verification of compliance to the purchase order requirements.

## 4. Right of Access

Aerco, including its Customers, Regulatory Authority, and/or Government Inspector shall, upon reasonable notice, have right of access to enter any works, warehouse, or other premises under the supplier's control for the purpose of QMS compliance verification, investigations, surveillance or inspection of any records, tools, or materials procured or used for the manufacture of the goods or process of manufacture on the completed goods themselves before dispatch. This right shall be flowed to lower tier suppliers.

## 5. Ethics, Anti Bribery and Non-Discrimination

Aerco operate with the highest standards of ethical behaviour, including but not limited to monitoring and enforcement of anti-corruption laws to ensure transparent dealings and fair competition. Any conflict of interest that appear to oblige us to act in contrary to the law, the business interests between our organisations or ethical business practices must be declared.

Aerco do not seek to influence others, directly or indirectly, by making improper payments, providing gifts or any other measures that are unethical or would tarnish our reputation for honesty and integrity.

All employment within Aerco's supply chain shall be voluntary, with workers free to leave upon reasonable notice and shall not be required to surrender government issued identification, passports or work permits as a condition of employment.

Child labour (persons under the age of 15 or 14 where the law in the country permits) shall not be permitted in any stage of the supply chain.

Aerco prohibits discrimination based on age, disability, ethnicity, marital or family status, national origin, race, colour, religion, sex, sexual orientation or any other characteristic protected by law.

Aerco extends these same principles throughout our supply chain.

## 6. Anti-Slavery and Human Trafficking

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms such as slavery, servitude, forced and compulsory labour and human trafficking, all of which involve the deprivation of a person's liberty by another to exploit them for personal or commercial gain.

Aerco has a zero tolerance to approach to any form of modern slavery and human trafficking and all forms of corruption and bribery directly and indirectly associated with these criminal acts. We are committed to acting ethically and with integrity, respecting and supporting compliance with human rights, including but not limited to the UK Modern Slavery Act 2015.

Aerco flow down this expectation on its suppliers requiring them to conduct suitable due diligence in their supply chain to support our compliance and that of our customers. Should Aerco become aware of a supplier not in compliance with the Act, they will be removed from our approved Supplier list forthwith.

## 7. Conflict Material

Conflict Materials refers to raw materials or minerals that are extracted from conflict regions, or areas of the world experiencing systemic violence and unrest. Due to various laws, it most frequently applies to tin, tungsten, tantalum, and gold (3TGs) mined from the Democratic Republic of the Congo (DRC) and its adjoining regions. The lack of government oversight in these regions means the population is vulnerable to exploitation by armed groups, which can profit from the mining of the minerals.

Aerco promotes traceability of the supply chain but does not have visibility into the country of origin of the raw materials used in the products manufactured by its supply chain. Component information can only be obtained directly from the component manufacturer subject to their disclosure.

Consequently, Aerco flows down this requirement to its Suppliers to only source minerals and components from responsible sources and is committed to not directly or indirectly abetting armed conflict and human rights abuses.

As guided by the UK Government, Aerco instructs its suppliers whose supply chains involve any of the conflict minerals listed above to implement the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

For any materials identified as having been used in product supplied, Aerco expects the Supplier to immediately notify us with batch and order details.

## 8. REACH

Products supplied to Aerco must conform to the latest version of the EU / UK REACH directive. Some businesses may now have new duties under UK REACH to those they had under EU REACH and so should consult <https://www.hse.gov.uk/reach/about.htm> for the latest information.

Aerco's Customers rely on Aerco to give them accurate information about REACH compliance for the products we supply them. Consequently, Aerco require that the REACH status must be identified on the Certificate of Conformity / Advice Note supplied with the product by their Suppliers, particularly where this changes from batch to batch.

When not in compliance, all relevant information for articles that contain Substances of Very High Concern SVHC's, above the 0.1% by weight, must be stated on the Certificate of Conformity / Advice Note, identifying the substance by name and CAS number, and be supplied with any relevant Safety Data Sheets with sufficient information to allow their safe use.

As the REACH Regulation is expected to be continuously updated, Aerco's Suppliers (including original equipment / component manufacturers) have the responsibility to verify that they have the latest version of the Restricted Substances List <https://echa.europa.eu/it/substances-restricted-under-reach> and make information available to its customers

## 9. RoHS

The Restriction of Hazardous Substances directive (RoHS), 2002/95/EC was implemented in July 2006 and has subsequently been revised and re-issued, each time adding new substances. For the latest information <https://www.gov.uk/guidance/rohs-compliance-and-guidance#where-to-find-out-more>

The legal responsibility for ensuring that end products that are subject to the Directive meet the regulations lies with the manufacturer of those products, where these are manufactured in the EU and UK.

When the parts are manufactured outside of the EU / UK the legal responsibility rests with the importer of that product into the EU / UK, e.g., if Aerco is purchasing and importing parts from sources outside the EU / UK the legal responsibility for establishing compliance rests with Aerco.

Aerco's Customers rely on Aerco then, to give them accurate information about RoHS compliance for the products we supply them. Consequently, Aerco require that the RoHS status must be identified on the Certificate of Conformity / Advice Note supplied with the product by their Suppliers, particularly where this changes from batch to batch.

When not in compliance, name of the substance must be provided, and the product be supplied with any relevant Safety Data Sheets with sufficient information to allow its safe use.