

1 Introduction

1.1 Intention

This document specifies the minimum requirements with regard to quality assurance which suppliers and their sub-contractors have to comply with in order to supply goods and/or services to RUAG Switzerland Ltd.

1.2 Scope

Requirements listed in this document are a guideline to all RUAG Switzerland Ltd. suppliers. However they are in particular mandatory for suppliers which provide finished parts, semi-finished products, consumables, raw material or software which is intended to be used for systems, space or aerospace purposes.

1.3 Preface

In principle RUAG Switzerland Ltd. demands a quality management system according to the requirements of ISO 9001 (upon request of the client supplemented by AS/EN 9100 / or 9120) of all its suppliers. The management system shall be verified by an officially accredited certification body.

This applies also to all, for the fulfilment contract, by the supplier utilised sub-contractors. In certain cases, e.g. if there are no specific delivery specification set forth or in case of a previously made audit, the supplier may be authorised to work for RUAG Switzerland Ltd. without an officially verified quality management system.

1.4 Responsibility

It is incumbent on the supplier's responsibility to ensure that products and services within the complete supply chain comply with the technical and qualitative requirements as well as every additional designation of the corresponding purchase order and/or contract. The supplier shall establish and maintain a quality assurance system, which is adequate to achieve the requirements of this directive.

2 General and quality assurance requirements

2.1 Right of Access

The supplier shall grant access to all areas of its premises in which work is being carried out in accordance with the purchase document. The right of examination has to be extended to the RUAG Switzerland Ltd. customers and regulatory authority (supervisory board/end-user). RUAG Switzerland Ltd. reserves itself the right to evaluate the quality capability of suppliers before placing orders and monitor it during the period of contract.

2.2 Contract review

The supplier shall review the requirements of purchase orders and/or contracts upon receipt. This review must not only include commercial aspects, but also all aspects beyond product- and/or service specifications (e.g. quality clauses or quality assurance requirements). The review of the purchase orders and/or contracts and related acknowledgement, with the commitment to agree with and fulfil all customer requirements, shall take place in written form.

2.3 Control of documents and data

2.3.1 Configuration management

The supplier is required to control production- and process documents as well all other records/ data, which are necessary to accomplish services required by RUAG Switzerland Ltd. in its purchase orders, in an adequate way. It has to be assured that only current, respectively in the purchase order specified documents will be utilised on order to manufacture products or services. To forward documents of RUAG Switzerland Ltd. and/or its customers to a third party requires RUAG`s authorisation.

2.3.2 Record retention period

If not otherwise marked in the procurement documents, quality records are to be retained for at least 13 years after their creation. First article inspection reports are an exception that must be kept for the whole service live of the product or delivered to RUAG Switzerland Ltd. The supplier is bound, at any time during the retention period, to provide RUAG Switzerland Ltd. with the desired records, or extracts there from, at no cost to RUAG Switzerland Ltd. RUAG is to be informed in writing before quality records are destroyed.

2.4 Purchasing

2.4.1 Purchasing process

The suppliers purchasing organisation shall ensure that all relevant customer requirements are passed on to their sub-tiers. This applies to all technical and quality requirements related to the supplied product as well as all in RUAG's purchase order and/or contract mentioned quality assurance requirements and quality clauses.

2.4.2 Verification of purchased product

The supplier shall establish and implement the inspection or other activities necessary in order to ensure that purchased products meets specified purchase requirements.

2.4.3 Control of sub-tiers

It lies in the responsibility of the individual supplier to guarantee that no orders are assigned within the procurement chain without appropriate permission. Also a restriction or a specification concerning the selection of sub-tiers, made by RUAG Switzerland Ltd. in its orders and/or contracts, does not relieve the supplier of his responsibility within the procurement chain.

2.5 Production and service provision

2.5.1 Control of production and service provision

The supplier shall plan and carry out production and service provision under controlled conditions. Controlled conditions shall include, as applicable:

- a) the availability of information that describes the characteristics of the product,
- b) the availability of work instructions, as necessary,
- c) the use of suitable equipment,
- d) the availability of and use of monitoring and measuring devices.

2.5.2 Identification and traceability

Where appropriate, the supplier shall identify the product by suitable means through product realization.

2.5.3 Tooling and material provided by RUAG Switzerland Ltd.

In cases in which RUAG Switzerland Ltd. provides a supplier with raw material, tools and/or other articles used, in order to fulfil his obligations requested in RUAG's purchase order, the supplier shall treat this provided tools and materials in a appropriate manner. The provided tools, raw materials, or auxiliary materials shall only be used for the fulfilment of obligations in accordance with the RUAG Switzerland Ltd. purchase order/contract.

2.5.4 Preservation of product

The supplier shall preserve the conformity of products during internal processing and delivery to the intended destination. This preservation shall include identification, handling, packaging, storage and protection. Protection shall also apply to the constituent parts of a product.

2.6 Control of monitoring and measuring devices

The supplier shall maintain a register of the monitoring and measuring devices, and define the process employed for their calibration including details of equipment type, unique identification, frequency of checks, check method and acceptance criteria.

2.7 Control of nonconforming product

2.7.1 Controlling and identification of nonconforming products

The supplier shall ensure that products which are not conform to product requirements are identified and controlled to prevent its unintended use or delivery to RUAG Switzerland Ltd. Non conform products shall be subject of a root cause analysis. When nonconforming product is detected after delivery or use has started, the supplier shall inform RUAG Switzerland Ltd. at once.

2.7.2 Material disposition authorization

With the exception of products that relate to the supplier's own design, the supplier or its lower-tier supplier may take no material review without the written permission of RUAG Switzerland Ltd. The following two exceptions are permitted:

- 1.) rework to specification
- 2.) scrap.

2.8 Duty to inform

All incidents which lead, or potentially could lead to a situation in which the supplier will not be able to accomplish its allegiances/requirements according to contract or purchase order must be notified to RUAG Switzerland Ltd. purchase department with no delay.

2.9 Risk management

The supplier shall identify all product and/or sub-tier risks (e.g. quality, financial factors, sub-tier chain control, special processes, et cetera) related to obligations agreed to RUAG Switzerland Ltd. With the acceptance of RUAG's purchase order and/or contract.

3 Ecological and social responsibility

3.1 Environment protection

RUAG Switzerland Ltd. expects from its suppliers also a responsible handling regarding environmental aspects. For example with emissions into air, waters, soils and the consumption of raw materials and natural resources. In particular we require that our suppliers keep their legal obligations on a national, international as well as on a regional level.

3.2 Social responsibility

RUAG Switzerland Ltd. expects its suppliers to assume the social responsibility accountable to staff, sub-tiers, costumers and the society.