

Authority Reference: BSAL/1356/2023

30th August, 2023

Saywell International Ltd
Aviation Centre
Downlands Business Park
Lyons Way
Worthing
West Sussex
BN14 9LA

For the attention of: The Quality Authority

Dear Sir / Madam,

BAE Systems - Air (Aircraft Business Units) Supplier Quality Approval Letter

This is a BAE Systems – Air, Supplier Quality Approval; this Approval covers Contracts / Purchase Orders placed directly or indirectly by lines of business within BAE Systems – Air.

Contracts / Purchase Orders placed **directly** by the following BAE Systems – Air entities are not covered by this approval, as they operate to their own supplier quality approval process:

- BAE Systems Regional Aircraft (RA)
- BAE Systems Defence Information (DI) Programmes
- BAE Systems Saudi Arabia

Following a review of your Quality arrangements, at the location detailed above under the control of the nominated Quality Authority, we have pleasure in granting a BAE Systems – Air, Supplier Quality Approval Letter as detailed within your BAE Systems – Air Supplier Quality Approval Scope.

This Supplier Quality Approval is valid from the date of this letter; the validity is dependent upon you maintaining your applicable external Quality certifications and compliance with BAE Systems Quality requirements and any other supplementary programme Quality requirements. This Supplier Quality Approval does not identify an expiry date; however, compliance with requirements and performance shall be monitored by BAE Systems – Air to maintain your approval. The requirements of this Supplier Quality Approval shall be communicated to all relevant areas within your company.

Prior to starting any work, a review of all requirements and invoked documentation, including, drawings, specifications, standards, etc. shall be undertaken and that the work detailed in your contract / purchase order is covered by the scope of the approval detailed in this letter. Should your company be requested to undertake work for BAE Systems - Air which is outside the scope of your Supplier Quality Approval, you are required to notify the undersigned and not start any work until authorised in writing to do so.

Product / Service release documentation (normally a Certificate of Conformity) shall be provided with all deliveries and shall only be authorised by personnel holding the relevant authority. Product / Service shall be released in accordance with your BAE Systems – Air Supplier Quality Approval Letter (BSAL Authority Reference identified above).

Release documentation shall provide a means to ensure traceability of the product / service; this may be achieved through the provision of a unique reference number, lot traceability, internal works order number etc. Release documentation shall include comprehensive details of the subject supplies, including any applicable accepted / agreed limitations, qualification status, software status, concessions, production permits, shortages and work outstanding etc. applicable concession or production permit documentation shall be supplied with release documentation.

It is a requirement of your Supplier Quality Approval, that you notify the BAE Systems issuing authority of your approval of any changes which may impact upon product / service Quality and / or qualification (these include, but are not limited to changes of: company name, address, facilities / plant, processing methods, Quality certification, fit, form or function. Additionally, areas of risk should also be considered for notification (these include, changes to key staff, re-sizing of your organisation and change of ownership); notification shall be made in advance. Additionally, dependant on commodity type, you may also be required to notify other areas (e.g. Engineering).

Additionally, your company is required to notify BAE Systems where non-conforming, or suspect non-conforming deliverable product or service (including maintenance activities, training provision, technical documentation / information etc.). Notification may be in the form of an Alert / Recall notice, Escape notice or a Supplier Disclosure notice etc. and shall be signed by the Technical Authority and / or Quality Authority. This shall be notified to the BAE Systems procurement representative (for orders placed directly by BAE Systems) and / or the supplier placing Purchase Orders in furtherance of BAE Systems requirements, within 48 hours of confirmation of the need to raise an Alert or Recall along with relevant supporting information. Where the order is not placed directly by BAE Systems, notification shall be sent through the product / service supply chain. In order for appropriate action to be undertaken and to ensure product safety is not compromised, the following information (as applicable / where known) shall be included in the notification:-

Supplier / manufacturer's name & address; (including contact details); part / drawing number and issue; description; serial / batch number; flight / operational / product safety criticality statement (where known); Export Control / ITAR Status; Security Level (where a 'Protective' marking is required); applicable BAE Systems programme; quantity; release documentation reference; BAE Systems purchase order / contract number; BAE Systems goods receipt note reference (where applicable); delivery destination; delivery date; problem / deviation description; proposed containment, correction and corrective action and any other pertinent information that will enable timely recovery of the product / service; including any return packaging needed (e.g. Special To Type Containers (STTC)) and any associated return item (e.g. Assembly components, mating parts).

The supplier shall ensure timely completion of all activities related to the Alert or Recall with all suspect or non-conforming product accounted for and / or disposed of appropriately as agreed with BAE Systems.

Where NDT activities are identified within your Scope of Approval, these activities shall be under the control of your nominated NDT Level 3 (approved by BAE Systems). Should you lose the services of your nominated NDT Level 3, you shall notify the BAE Systems Lead NDT Engineer at materials.governance@baesystems.com and nominate a replacement within 30 days, failure to do so may result in your Authority to undertake NDT activities being withdrawn.

It is required that a documented Quality Records Process is established which satisfies all applicable legal, regulatory, product liability and contractual requirements and specifies the quality records required relating to the product / service (including, where applicable and without limitation, in relation to design, production, maintenance repair and overhaul) (the Quality Records and the Quality Records Process). Additionally, it shall address the language (English, either in original or translated form), legibility, identification, storage, protection, retrieval, retention and destruction or disposal of the Quality Records. Examples of product / service related Quality Records include, but are not limited to: design, development; test and qualification; manufacturing / production; control of inspection, measuring and test equipment (including calibration); control of customer supplied product; product traceability; product / service release documentation; maintenance repair and overhaul; product / service non-conformance and corrective action; staff competence / authorities; evaluation of suppliers and sub-contractors.

Quality records shall be retained and stored by the supplier in accordance with the Quality Records Process and made available upon request to BAE Systems, BAE Systems' customer, the end user of the product / service, applicable regulators and similar public bodies and / or in each case their nominated representatives. Quality records shall not be destroyed or disposed of without prior written authorisation from the relevant BAE Systems Quality Authority. In all instances Quality records shall be offered to the appropriate BAE Systems Quality Authority prior to destruction or disposal.

Please be advised that BAE Systems and their customers or their nominated representatives, reserve the right of access to review work being undertaken on behalf of BAE Systems.

It is BAE Systems policy to only maintain a supplier's Quality approval where there is a known business need. Where it has been identified there is no longer a requirement to maintain a supplier's Quality approval, appropriate action shall be taken in conjunction with BAE Systems to facilitate supplier exit arrangements. These will vary depending upon the categorisation of the supplier and type of work packages. Consideration (based on type of supplier) needs to be given to the type of assets and artefacts which may require repatriation to BAE Systems (these include BAE Systems specifications, programme Qualified Parts Lists (QPLs), drawings, design data, tooling, equipment, free issue product / material). In some cases there may be assets or artefacts which do not require repatriation to BAE Systems, but require appropriate disposal / destruction noting project security considerations; all disposal / destruction requirements shall be agreed with BAE Systems.

BAE Systems reserves the right to withdraw or amend (including, for example, limitations to restrict the placement of new purchase orders) any (BAE Systems) Supplier Quality Approval at any time. Continued authorisation to receive BAE Systems Orders is dependent upon a demonstrable record of conformance against these requirements and satisfactory product quality performance. Periodic reviews of your QMS, product(s) and / or process(es) may be undertaken by BAE Systems authorised representatives (including customers / customer's authorised representatives and regulatory organisations). The BAE Systems Quality Authority (including programme Quality Authority) may require your company to undertake additional reviews, improvement, assurance, inspection or test activities addressing specific areas when circumstances so warrant (e.g. satisfactory product Quality performance levels not being achieved / maintained).

Should you have any queries regarding this Supplier Quality Approval, please contact the undersigned. A BAE Systems Certificate of Approval shall be provided to the Quality Authority upon request.

**Yours faithfully,
For and on behalf of
BAE Systems (Operations) Ltd**

Mark Petts

**Mark Petts
Senior Quality Specialist – Supply Chain
BAE Systems - Air**

BAE Systems (Operations) Limited
Registered Office: Warwick House
PO Box 87, Farnborough Aerospace Centre, Farnborough, Hants, GU14 6YU, UK
Registered in England & Wales No: 1996687

Contact details:
BAE Systems, Quality Department, Approvals Co-Ordination Office
W427A, Warton Aerodrome, Preston, Lancashire, PR4 1AX, UK.
Tel: +44 (0)3300 481662
Email: mai.supplierqa@baesystems.com

Supplier Quality Approval Scope

STOCKIST. BAE/AG/QC/SC1 PARTS 1-7 (LATEST ISSUE) PART 2 ELEMENTS PERTAIN:

STOCKISTS (PARTS):

WORM DRIVE HOSE CLIPS, ELECTRICAL COMPONENTS, BEARINGS, AIRFRAME AND ENGINE PARTS, AIRCRAFT STANDARD PARTS (NUTS, BOLTS, RIVETS, ETC.), HOSES (NOT REQUIRING ASSEMBLY). ALL PRODUCT SHALL BE PROCURED FROM BAE SYSTEMS (AIRCRAFT BUSINESS UNITS) APPROVED SOURCES (BAE/AG/QC/SC10 LATEST ISSUE REFERS) AND FOR PRODUCT LISTED ON QUALIFIED PARTS / PRODUCTS LISTS (QPL) OR SPECIFICATIONS, SOURCES SHALL ALSO BE NAMED ON THE RELEVANT PROGRAMME QPL / SPECIFICATION.

FULL TRACEABILITY SHALL BE PROVIDED FOR THE GOODS THROUGH THE SUPPLY CHAIN FROM THE MANUFACTURER THROUGH TO DELIVERY TO BAE SYSTEMS, COVERING ALL STOCKISTS / DISTRIBUTORS, INTERMEDIARIES AND MANUFACTURERS. RELEASE DOCUMENTATION (I.E. CERTIFICATES OF CONFORMITY) SHALL BE AUTHORISED BY THE QUALITY AUTHORITY, OR THEIR DELEGATED NOMINEE.

ADDITIONALLY, THIS APPROVAL COVERS THE PROJECT MANAGEMENT OF JETSTREAM EQUIPMENT REPAIR ACTIVITIES ON BEHALF OF BAE SYSTEMS - AIR.

ALL REPAIRS SHALL BE CARRIED OUT BY AUTHORISED REPAIR STATIONS AND THEY SHALL BE LISTED ON THE BAE SYSTEMS (AIRCRAFT BUSINESS UNITS) REGISTER OF EVALUATED SUPPLIERS (REF BAE/AG/QC/SC10).