1 Scope 范围

This document shall be binding on external providers when reference by SPS (China) purchase order. It is applicable for external providers which provide product and services to SPS china. NO deviation from these requirements is permitted unless authorized in writing by SPS (China) Quality Department.
外部供方收到司普斯（中国）订单时须同时参见引用本文件。本文件适用于向司普斯提供产品和服务的外部提供方。不能偏离这些要求除非得到司普斯（中国）质量部的书面授权。

2 Responsibility 职责

The external provider is responsible for complying with Quality System requirements noted herein.
外部供方确保满足本文件声明的质量体系要求。

The external providers which provide product and services to SPS china shall follow SQR10000 in PCC AEROSTRUCTUES web as over-riding requirements.
作为最高要求，向司普斯提供产品和服务的外部提供方应满足 PCC AEROSTRUCTUES 网站 SQR10000 要求。

3 General requirement 通用要求

3.1 Quality System 质量体系

External provider shall be accredited and maintained quality system per below international standard,
外部供方应依以下要求取得并维持质量体系：

Raw material manufacturer ------- AS9100 or customer approval
原材料制造商---------- AS9100 认证或客户批准

Raw material distributor---------- AS9120 or customer approval
原材料分销商---------- AS9120 认证或客户批准

Sub-con Special process -------- Customer approval and NADCAP approval
特种工艺分包商----------客户批准和 NADCAP 认证

Calibration/test laboratory--------- ISO/IEC17025 or customer approval
校准/检测实验室----------ISO/IEC17025 认证或客户批准

Other external provider not listed above--- ISO 9001 or approved by SPS (china) Quality Manager with completed SPS Form FO/P003 minimum

其它外部供方----------ISO9001 认证或完成司普斯外部供方调查表 FO/P003 并由司普斯质量经理批准

Notes,注

Boeing external provider shall maintain and meet the requirement of Boeing company document D1-4426.Airbus external provider shall maintain and meet the requirement of Airbus company document 'GRAMS'. Rolls Royce external provider shall maintain and meet the requirement of Rolls Royce company document 'SABRe'.

波音外部供方应维持和满足波音公司文件 D1-4426 的要求。空客外部供方应满足空客的 GRAMS 的要求。罗罗外部供方应满足罗罗的 SABRe 的要求

3.2 Quality Terms and Condition 质量条款和条件

1) Access to the sub-contractors premises, the applicable areas of all facilities, at any level of supply chain, involved in the order and to all applicable records shall be made available to, SPS representatives, their customers and their regulatory authorities.

作为分供方，应允许司普斯及其客户与法规机构可接触涉及订单的任何层次的供应链所有设施的适用区域和所有适用记录。

2) The sub-contractors/external providers quality system shall be administered by Quality Manager who shall not be subject to control or direction from persons directly responsible for production.

分包方/外部供方的质量体系将由质量经理来管理，作为分包方/外部供方的质量体系管理人员他们不应服从来自直接主管生产人员的控制和指导。

3) SPS China shall be notified of any changes in the Quality Management organization, loss or change of approvals held by the external provider that is pertinent to SPS.

当质量管理组织有任何变更时或其持有的与 SPS 相关的批准书有变更或丢失时应通知司普斯金属制品(中国)有限公司。

4) There shall be control of accuracy of production and inspection tooling. Measuring and test equipment shall be calibrated at established intervals against certified standards which have known valid relationship to national/international standards and records maintained accordingly.

Employees personal tooling where used should also be controlled by the sub-contractor to ensure the required level of accuracy.

生产和检验工具的准确性应得到控制，测量和测试装备应按照规定的时间间隔进行校准，校准标准应能追溯到国家/国际标准，并保存相应的校准记录。分供方员工使用的量具由分供方控制，以确保满足要求的精度标准。

5) First article inspection when called for on the Purchase Order shall be conducted by the sub-contractor on parts manufactured to SPS or their customer drawings and specifications.

First article reports shall include results of dimensional measurements (actual against drawing dimensions) and where applicable the results of mechanical and non-destructive test inspections. A copy of this report shall be supplied to SPS Quality.

当采购订单要求提供首件检验时，分供方应按照图纸和技术标准要求向 SPS 或其顾客提供生产件样品。

首件检查报告的结果应包括尺寸测量结果（针对图纸的实际尺寸）和适用的机械性能及无损探伤的检验结果，这些报告应拷贝给 SPS 质量部。

6) There shall be procedures for the control of amendments/changes and revisions of drawings, specifications, technical data and documentation associated with the purchase order.

应建立程序文件来控制图纸、技术数据、技术标准及和采购订单相关的文件的修改和变更。

7) The external provider shall maintain records as required for at least five years after acceptance by SPS of the product.

对于 SPS 要求的质量记录，外部供方在 SPS 接受产品后应至少保存 5 年。

8) The external provider shall be responsible for the acceptance of all materials and parts purchased by him on behalf of SPS for incorporation.

对于那些结合入 SPS 订购的产品的材料和零部件，外部供方应按 SPS 要求来控制其采购的此类材料和零部件 ，对于使用的原材料和/或零部件应向拥有批准书或合格审批证书的外部供方采购。

9) Material supplied by SPS for the incorporation into products ordered, will be material batch code numbered (GR No.). This material batch code number must be preserved and quoted for each end product on release documents.

由 SPS 提供的结合入客户订购产品的材料应标有材料批号代码(GR No.)，这些材料批号代码必须保存，并在最终产品放行文件中注明。

10) Parts being manufactured to SPS or their customer's drawings shall not be further sub-contracted.
提供给 SPS 或按其客户图纸生产的零件不可以被进一步分包。

11) When specified by SPS Purchase Order, sub-contractors shall arrange to submit test specimens to SPS or an approved laboratory for examination/testing. The specimens shall include such information as identification marks, process and material specifications. When an approved laboratory is used for examination/testing, copies of the test reports shall be forwarded to SPS when requested.
当 SPS 采购订单有要求时，分供方应安排提交测试样品给 SPS 或批准的实验室进行检查/测试。测试样品应包含诸如标识标记、过程和材料标准等此类信息。如果 SPS 有要求时，承担检查/测试的实验室应将样品测试结果提交给 SPS。

12) Non-conforming products manufactured to SPS or their customer's drawing/specifications shall be clearly identified before delivery and details of cause and corrective action shall be supplied to SPS Quality.
在生产提供给 SPS 或按其客户图纸生产的产品中制造出的不合格品，应在交付前标识清楚，导致不合格的详细原因和其纠正预防措施应提交给 SPS 质量部。

13) Outsourcing process control,外包加工控制
The subcontractor shall apply SPS China 's or themselves' work order to control the outsourcing process and record on it.
外包商应采用司普斯或其自己的工单来控制外包加式过程并在其上作相应记录。

For package after NDT process: Each part shall be bagged individually and each batch of any part number shall be bagged and labelled with the part number, SPS China work order number and quantity. The subcontractor can identify by their work order number/batch number at the same time to trace to their own process.
对于NDT工艺后的零件包装：
每个零件应用袋子单独包装并且同一零件号的同一批次应包在一起并贴上有零件号、司普斯工单号及数量的标签。分包商也可同时标上自己的工单号/批号以便于追溯到自己的加工过程。

All parts shall be packed by carton box finally.
所有零件最终就采用纸箱包装。

14) SPS reserves the right to re-inspect all incoming products. Where products are found to be non-conforming such products will be rejected to the

external provider for repair or replacement. When such rejected parts/items/assemblies are reworked by the external provider, to the satisfaction of SPS, they shall be re-released and the release documents shall be clearly endorsed with relevant details of rework, the discrepancy report serial number and any applicable concession numbers

SPS 保留对所有进货产品重新检查的权利，当在检查过程中发现不合格品时，这些产品将退回给外部供方待维修或替换。当这些被退回的零件/项目/组件经返工后并达到了 SPS 的要求，将可以放行，但在放行文件中应清楚标明相关的返工细节，差异报告的序列号和任何合适的特许报告序列号。

15) If the purchase order has multiple batches. Ensure unique batch identities are maintained through processing and parts are returned to SPS separated and clearly identified.

若订单分多批次交货完成，保证在加工过程中每批次材料的身份得到维护，交付给 SPS 的零部件要隔离和标识清晰。

16) All deliveries submitted for acceptance to SPS shall be certified as conforming to the requirements of the order and the applicable drawings and specifications and attached the COC.

所有交付给 SPS 的货物，应能证明其符合了订单的要求和相关图纸及技术标准的要求并附上合格证。

Release certificates or certificates of conformity shall bear the intent of the following endorsement minimum:

放行证书或合格证应至少作出如下陈述：

"Certified that the goods listed here have been inspected and tested and unless otherwise stated conform to the full requirements of the purchase order contract".

“经鉴定的所列货物已经检查和测试，除非另有说明，全部符合采购订单合同的要求”

Where applicable, below informations shall be included in the COC,

适用时，以下信息应包括在 COC 中，

a)Purchase order number
采购订单号

b)External provider Name
供方名称

c)SPS item Number/Part Number
司普斯料号/零件号

d)Applicable specification (including specification departure) number and issue number and/or drawing number, revision letter and drawing note number.
适用的规范（含规范偏离）号与版本和/或图号与版本和图纸注释号

e)Heat lot number/ lot number
热处理批号/批号

f)As shipped condition of material (e.g. solution treated; solution and aged)
材料发运状态（如固溶、固溶加时效）

g)Numerical results for all chemical tests (including tramp/trace elements) required by applicable specification/drawing / purchase order
适用的规范/图纸/采购订单要求的化学分析（含杂质/微量元素）的数值结果

h)Numerical results for mechanical tests(tensile strength,yield strength,elongation) required by applicable specification/drawing / purchase order
适用的规范/图纸/采购订单要求的机械测试(拉伸、屈服、伸长率)的数值结果

17) Personnel qualification requirement from SPS customer and regulatory authorities shall be met.
来自于司普斯客户和法律法规机构的人员资格要求必需满足。

18) Flow down to the supply chain the applicable requirements including customer requirements.
向供应链传达适用要求，包括客户要求。

19) Quote the PO No. on all documents as delivery notes,invoice and correspondence.
在交货单、发票和其它相关文件中注明司普斯采购订单号。

20)External provider shall within its organization and its supply chain, ensure that the use of Acceptance Authority Media (AAM) is clearly defined within its Quality Management System (QMS). When using AAM (e.g., stamps), a control process shall be established and must be traceable to the person performing the operation. It is not acceptable to share stamps or to stamp off an operation that they did not perform.External provider shall be able to demonstrate evidence of communication to its employees and to its supply chain; use of AAM must be considered as a personal warranty of compliance and conformity. External provider shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include but not limited to:

外部供方应确保在其组织及供应链内可接受授权媒介被清晰定义于质量体系内。当使用授权媒介（如印章）时，应建立一个控制流程且必须追溯到操作的个人。不接受共用印章或由非操作者本人以外的人盖章。外部供方应能提供将此要求传达给内部雇员和其供应链。可接受授权媒介的应用必须考虑用作合格人员授权。外部提供方应通过内审的方式来评估其过程及供应链持续符合可接受授权媒介要求。该评估应关注但不限于以下：

• Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.)
授权媒介误用（如疏漏、笔误、不清晰等）

• Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, “Stamp/Sign as you go”, etc.)
授权媒介不及时施用（如未按要求形成记录、完成再盖章/签字等）

• Authority Media Application Misrepresentation (i.e., uncertified personnel, Falsification of documentation, Work not performed as planned, etc.)
授权媒介滥用（如非授权本人使用、伪造记录、未完成工作已盖章、跨工序盖章等）

• Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper Use of authority media, etc.)
授权媒介培训缺失（如职业道德、文化意识、授权媒介正确使用等）

When suppliers are using AAM (e.g., stamps) they are required have a process in place, establish controls of the process and must be traceable to the person performing the operation. It is not acceptable to share stamps or to stamp off an operation that they did not perform.

21)Where applicable, plan, implement and control the processes needed to assure product safety during the entire product life cycle 适用于时策划，实施和控制在产品整个寿命周期内保证产品安全所需的过程。

these processes may include: 这些过程可包括

 - assessment of hazards and management of associated risks 评估危害和管理相关风险

 - management of safety critical items 安全关键项目的管理;

□ - analysis and reporting of occurred events affecting safety 分析和报告已发生的影响安全事件;

□- communication of these events and training of persons 交流安全事件并培训人员.

22）Where applicable,plan, implement, and control a process for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer. 适用时策划，实施和控制预防使用到假冒件或者怀疑的假冒件，并包含在产品中交付给客户的过程。

Counterfeit part prevention processes should consider: 假冒件预防过程应当考虑:

□ -training of appropriate persons in the awareness and prevention of counterfeit parts; 对相关人员进行假冒件的意识和预防培训

□- application of a parts obsolescence monitoring program; 零件报废监控项目的应用

□-control for acquiring externally provided product form original or authorized manufacturers, authorized distributors, or other approved sources. 控制从原始或授权厂家，授权分销商，或者其他批准来源获得外部提供的产品

□- requirements for assuring traceability of parts and components to their original or authorized manufacturers; 要求保证追溯零部件到它们的原始或授权厂家

□- verification and test methodologies to detect counterfeit parts; 验证和测试方法来发现假冒件

□ -monitoring of counterfeit parts reporting from external sources; 监控外部对假冒件的报告

□ -quarantine and reporting of suspect or detected counterfeit parts. 隔离和报告怀疑的或者发现的假冒件

23)ensuring persons are aware of 保证人员意识到

- their contribution to product or service conformity; 他们对产品和服务符合性的贡献

-their contribution to product safety; 他们对产品安全的贡献

-the importance of ethical behavior. 道德行为的重要性