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## **1. Purpose and scope**

This document defines the general requirements applicable to tkMF suppliers whose services have an impact on the products or on the final delivery of tkMF to its customers (including delivery lead times).

This document supplements all the information that may appear on tkMF purchase orders and related documents, including the General Purchase Conditions.

This document is contractual. It is referenced on purchase orders. It applies to any type of product purchased by tkMF.

This document must be returned signed within 15 days of receipt (see acknowledgment of receipt on the last page of this document). Without a response after this period, tkMF will consider that all the information contained herein is approved by the supplier.

These requirements shall apply in full in the absence of any reservations expressed after their receipt and before the execution of the first order by the external service provider.

The acknowledgment of receipt or any reservations must be sent by email to the following address: [tkMF-quality-suppliers@thyssenkrupp-materials.com](mailto:tkMF-quality-suppliers@thyssenkrupp-materials.com)

In case of contradiction between the terms of this document and those of the contract and/or the purchase order, the requirements of the contract and/or the purchase order shall prevail. Any discrepancies must be subject to a written agreement between tkMF and the external service providers.

## **2. Terms and abbreviations used**

tkMF: thyssenkrupp Materials France.

QHSE: Quality, Health, Safety and Environment Management Systems.

External service providers: Includes suppliers of raw materials, subcontractors, external service providers, suppliers of consumables (eg pallets, packaging ...).

HSE : Health-Safety-Environment.

MPE : automotive division

## **3. Reference documents**

ISO 9001: Quality Management System.

EN/AS 9100/9120: Quality Management System, Requirements for Aeronautics, Space and Defense Organizations.

CGA: General Terms and Conditions of Purchase (available on our website [www.thyssenkrupp-materials.fr](http://www.thyssenkrupp-materials.fr)).

[Code of conduct](#).

Confidentiality agreement.

## **4. Applicable documents**

These requirements are complementary to the specific requirements established in the orders, and to the general terms and conditions of purchase EQ-TH-002.

Any additional specific requirements notified on an order (or purchase order), a market, a contract, etc. ... or the corresponding technical documents, prevail over the requirements of this document.

## **5. Purchases**

The Purchasing strategy works to improve the economic and social performance of the company.

Our objectives are directed to the following:

- Work in cooperation with a limited number of competent, responsible and competitive suppliers in order to affirm our position as an industrial integrator / assembler, to satisfy our customers as part of a mutually profitable relationship and under optimal conditions.
- Ensure the flawless quality of our supplies through an adapted Quality system;
- Achieve delivery performance at 95% supplier service rate;
- Increase the contribution of our suppliers in all terms of the Purchase: payment terms, cost transparency, service, innovation, quality, productivity, ...
- Conquer new markets and strengthen our presence in industrial markets.

The implementation of its Purchasing, Quality and Health Safety Environment (HSE) strategies concerns the entire supply chain of tkMF and involves its suppliers in particular.

In their regard, the expectations of tkMF are:

- the satisfaction of its own customers (recipients of the final product),
- the delivery of compliant products within the prescribed deadlines at an optimized cost,
- the management of a continuous improvement approach according to the 3 QCD axes:
  - o Quality (Q): contain and treat non-quality issues by the application of recognized methods,
  - o Costs (C): improve the efficiency of its processes, a factor of increased competitiveness for tkMF and its customers,
  - o Deadlines (D): lean on a robust supply chain
  - o Security (S): allow our employees to work safely during the unloading and handling of the products received

In no event shall the content of this document provided by tkMF release the Supplier from the responsibility to comply with all customer, legal or regulatory requirements.

In general, the supplier is responsible for obtaining all documents (standards, regulations etc.), at the latest index in force. Reminder : In this document, and in accordance with ISO 9001 (Chapter 3), when the term "product" is used, it may also mean "service".

## **6. Quality Management System**

tkMF aims to guarantee the quality of the products it delivers to its customers. tkMF intends to involve its external service providers in this quality policy in order to meet end customer's requirements. For this reason, the supplier must have set up an organization that complies with the requirements of the standard(s) specified in the ISO9001 and EN/AS 9100/9120 contracts.

Excluding exceptional cases, the service provider must be certified according to the requested standard(s) by an accredited third party organization. The service provider must at least be certified ISO 9001 and, for product orders regarding Aviation operations, at least EN 9120.

Certifications must be sent to tkMF at each renewal.

tkMF encourages its service providers to certify their organization and can, in a spirit of partnership, share its experience in the subject.

Depending on the criticality of the products supplied and the certification level of the service provider, tkMF may formalize a verification delegation.

In the case of the outsourced activities involved delivery of the product directly to tkMF's customers, tkMF delegates control to the subcontractor before release of the product (unless otherwise stated in the purchase documents).

tkMF encourages its service providers to deploy an HSE approach based on the ISO 14001, ISO 45001 and ISO 50001 standards.

We recall that the general requirements tkMF refer to ISO 9001 standards; EN / AS 9120 and 9100 and must be respected by the suppliers according to the standards indicated on tkMF orders.

## **7. Regulatory compliance**

All products or materials purchased must comply with the regulatory requirements in force and, in particular, without being exhaustive, the applicable European Directives and Regulations (REACH, RoHS, Conflict Minerals, ...), as well as safety and environmental requirements.

Suppliers outside the EU undertake to provide the information necessary for declarations related to CBAM (Carbon Border Adjustment Mechanism).

It is the supplier's responsibility to set up a regulatory watch concerning the services requested by tkMF and to keep tkMF informed of any regulatory developments by submitting the corresponding document to the quality address mentioned above.

In addition, it is mandatory that all external providers commit to complying with our "Code of Conduct," available on our website: [Code of Conduct](#)

## **8. Confidentiality**

The service provider gives free access to its facilities and information regarding the services ordered by tkMF's representatives, tkMF's customers or principals and official control representatives or monitoring bodies. tkMF is committed to confidentiality regarding any information gathered during these interventions.

Through this document, it is understood that the supplier commits to not disclose the plans, diagrams, notes and documents communicated by tkMF. The information communicated via the exchanges between tkMF and the supplier cannot be communicated without having agreed in advance. All data disclosed during audits are confidential.

## **9. Documentation requirements**

### **9.1. Applicable standards and specifications**

The standards quoted in this document and on the orders are considered at the last index in force at the time of the contract. The supplier must ensure that he or her are in possession of the documents at the last index, in order to satisfy the order according to the terms and conditions.

It is up to the provider to obtain them from the organizations that distribute them.

In the case of a specification that cannot be obtained directly, the service provider must ask tkMF for the contract required version.

The specifications applicable to the order can be Material Sheets, Quality Plans, frozen-fixed Product Ranges, etc.

It is up to the service provider to report any inconsistencies or errors that he or she may detect in the context of the contract / order binding him or her to tkMF. It is therefore the responsibility of the service provider if the product delivered does not match the level of the service requested by tkMF.

The service provider undertakes not to deliver counterfeit products.

**For the documentation to be provided upon delivery, please refer to the requirements of Appendices 1 and 2.**

### **9.2 EN 9100 Requirements for First Article Inspection (FAI)**

The first article inspection is required, at least in the following cases, which are considered potential risk generators:

- first time product manufacturing,
- manufacturing recovery after two years of interruption,
- major product evolution (dimensions, functionality, interchangeability, raw materials ...),
- changes in the production process (changes in technology, means, production environment...)
- changes on the supply source
- tkMF's formal request (following customer requirements, for example).

The first article examination is carried out on products manufactured in conditions representative of the series production. It allows to qualify the product and the means of production through the validation of standard parts (first receipt considered as the first article if there is no standard part) and gives the Supplier the authorization to produce serially.

**These requirements are supplemented by the contents of Appendices 1 and 2.**

The FAI file must be produced in accordance with EN9102 and must include at least:

- ⇒ The statement on an article of all the features defined during the plan, regarding the operations ordered.
- ⇒ The record of the final acceptance test results.
- ⇒ For a so-called "special process"
  - Certificates of compliance and records of treatment values.
- ⇒ For a machining service:
  - The declaration of conformity of the raw material used,
  - Certificates of conformity and records for surface treatment values, heat treatment and other operations outsourced by the organization.

The complete inspection file must be attached to the first articles (acceptance report mentioning the result of all the measurements of the characteristics stipulated in the specifications, raw material acceptance report ...).

### **9.3. Archive durations and conditions**

Except in the case of specific regulatory requirements, the minimum archiving period for records relating to services provided to tkMF is 10 years for ISO 9001 products and services; 30 years for EN 9120 and EN9100 products and services.

The archiving conditions must allow for quick access to records that must remain usable. In case of suspension of activity, the supplier must return to tkMF all the records related to the traceability, objects of the order. In case of activity discontinuance, tkMF's archives must be sent to tkMF.

## **10. Requirements for traceability**

Please refer to the requirements of Appendices 1 and 2.

## **11. Product quality requirements**

The material must be checked by the supplier before shipment and must comply with the order requirements in terms of dimensions, appearance and mechanical properties, as well as any specified criteria. The chemical composition of the material shall comply with the requirements of the current referenced standards, applicable to the grade of the material being controlled.

Any changes related to production process and / or QHSE Management System must be reported to tkMF indicating whether this is a major or minor change.

## **12. Staff qualification and awareness**

The service provider undertakes to raise the awareness of his staff concerning:

- its contribution to the conformity of the product or service;
- its contribution to product safety;
- The importance of ethical behavior.

The service provider undertakes to set up a staff training process in all areas involved in performing the services requested by tkMF including the necessary qualifications for special processes. The supplier commits to keep a regular level of training, maintained in conformity with the evolution of standards and regulatory watches.

## **13. Order receipt confirmation**

Upon receipt of the order, the supplier must send an order acknowledgment to the department that placed the order within 2 working days for material suppliers.

Subcontracted service providers must send a provisional acknowledgment of receipt within 48 hours, followed by a final acknowledgment within 48 hours after receipt of the goods.

Any reservations must be communicated to tkMF before acceptance of the contract. In the case of compliance with an order based on an imposed standard, the service provider is required to confirm the validity of the product with regard to the required specifications.

In the event of reservations issued by the service provider, the supplier shall only begin performing the service after formal approval from tkMF.

By accepting the contract/order, the supplier undertakes to comply with all clauses as agreed upon at the time of signing said contract/order.

Delivery deadlines must be strictly adhered to, with a minimum target of 95% of orders delivered on the dates agreed in the acknowledgment of receipt.

In the event of a late delivery, the supplier must inform tkMF as soon as possible. The supplier must also investigate and identify the causes of the delay, define corrective actions to address performance issues, and communicate them to tkMF through an analysis report specifying:

- The identified causes,
- The corrective actions implemented.

All deliveries must be accompanied by a delivery note clearly stating the order number.

Any modification affecting the delivered product may only be carried out after formal approval from tkMF.

## **14. Supplier outsourcing**

The supplier is under no circumstances allowed to subcontract all or part of the contract / order related to tkMF without the prior written consent of the latter.

In case subcontracting is formally authorized by tkMF, the supplier must pass on all the requests related to the contract, including these requirements and commits to follow the qualifications of the subcontractor related to the ISO 9001 and EN 9120 / EN 9100 standards requirements, if applicable.

The Supplier must ensure the purchased product compliance with the specified requirements (as they influence the quality of the final product). To do this, the supplier must set up an evaluation and monitoring process of its own suppliers, in order to ensure control. The list of these suppliers with the scope of approval must be available.

This case does not exempt the supplier from his/her responsibility to ensure the quality of the products or services purchased. In other words, the supplier remains responsible in all aspects of the fulfillment of the order, including compliance with the requirements.

## **15. Counterfeit and Obsolescence**

Any major changes in the supplier's QHSE production process and/or QHSE Management System must be reported to tkMF. Any modification having an impact on the conformity of the service provided is considered as a major change.

A change of corporate name, a transfer of the production site or a cessation of activity is also considered a major change. In the event of a change that involves the suspension of a product's manufacture due to a change on a standard's index, the service provider must notify tkMF in writing 6 months in advance.

The supplier must guarantee and protect tkMF from counterfeit material risk. The supplier must guarantee flow, marking / identification of the material, packaging and documentation to avoid any risk of introducing counterfeit material into the supply chain. To do this, tkMF suppliers must, in particular:

- Train their relevant staff,
- Buy from authorized sources
- Require from their suppliers the appropriate certificates of conformity and origin,
- If necessary, in case of detection of counterfeit or suspected parts, isolate the corresponding parts and inform the customer.

The Supplier must manage the quality of his/her supplies and produce, on request of tkMF, the corresponding proofs (Control Report or Declaration of Conformity, Manufacturer's Declaration of Conformity for the resellers).

The supplier must have an effective traceability system in place, so it is possible for him / her to trace the origin of the supply batches from finished products and vice versa.

## **16. Non Conformities - Exemptions**

The service provider undertakes to inform tkMF as soon as possible in the event of observed non-conformity.

In the context of subcontracting, tkMF asks the service providers to carry out a product entry check in order to detect any irregularity and obtain a formal agreement from tkMF before going into production.

Any request for exemption must be made in writing to tkMF. No delivery can take place without a written agreement that specifies the terms.

The Delivery Note and the possible Declaration of Conformity will mention the exemption.

No product found to be nonconforming can be delivered without the prior consent of tkMF. Following any non-compliance, the Supplier must take the necessary corrective and preventive actions and ensure their follow-up.

## 16.1. Non-conformity discovered before delivery

The Supplier shall, upon discovery of a non-compliance in receipt, manufacture or shipment, identify, locate and isolate in a closed area the affected product (s).

If he/she thinks that the product is acceptable as it stands, he/she must inform the Quality or the Purchase Department tkMF and obtain his/her written agreement to proceed with the shipment in submission of acceptance of the dubious products.

Depending on the significance of the non-conformity, an exemption request may be required. The Declaration of Conformity should mention the irregularity found and the tkMF agreement.

Any repair operation must be subject to the prior and formal agreement of tkMF. Only the tkMF Product Quality Manager is authorized to give this written agreement after examination of the request.

The product thus repaired must be identified and the mention of the given written agreement will be specified on the accompanying documents.

## 16.2. Non-conformity discovered after delivery

Any irregularity is the subject of a complaint, with request for investigation. Beyond the immediate curative actions, the Supplier must return within two weeks the informed complaint with the preventive and corrective actions decided after cause analysis.

When nonconformities or risks of nonconformities are detected by the Supplier after delivery, he/she must inform tkMF in writing, as soon as possible, and specify the arrangements to be made for the products already delivered.

In case of nonconformities noted on one or more products after receipt on the tkMF's sites or after customer feedback, the Supplier shall, upon the request of tkMF:

- ease the work of the tkMF's agents on its sites and / or those of its subcontractors,
- delegate to tkMF qualified agents to participate on the analysis,
- ensure sorting operations, and/or makeover (either on his/her sites, or at tkMF if the deadline obliges) or replacement.
- 

In agreement with the Supplier, the products deemed non-compliant and returned are marked permanently (except in the case of a return for retrofit or sorting).

The extra costs of inspection, production disruptions (production stoppages, slowdown of production rates, etc.) and / or treatment (exemption, recall, sorting, reworking, etc.) generated by these dysfunctions will be the subject of a rebilling from tkMF to the Supplier.

The Supplier undertakes to support tkMF for the treatment of production problems encountered after delivery.

## 17. HSE specificities

### 17.1 Global HSE requirements

As part of its policy, thyssenkrupp Materials France is committed to preventing occupational, environmental and energy risks in all its activities and production sites.

tkMF encourages its suppliers and subcontractors to implement a health and safety management approach (according to the MASE, ISO 45001 standards), the Environment (ISO 14001) or the Energy (ISO 50001).

### 17.2 Suppliers HSE requirements

We therefore expect from our suppliers:

- A commitment to comply with HSE regulations,
- The development of eco-design principles,
- The use of appropriate packaging in size and quantity with a preference for reuse and recycling,
- The supply of equipment and installations in compliance with the European regulations in terms of safety and the environment: certificates of conformity, adjustment and maintenance procedures, instructions for use.

### 17.3 Subcontractor HSE requirements

In the same way, we expect from our subcontractors:

- A commitment to comply with HSE regulations
- The respect of all the safety instructions in case of intervention on a site belonging to tkMF: parking, speed limitation, wearing of PPE, security protocol ...
- The creation of a prevention plan allowing for the assessment of the risks related to joint activity between tkMF staff and subcontracted personnel
- The transfer of all information necessary for the smooth running of the interventions (permit, authorization, training).
- The use of compliant and good condition equipment
- The establishment of a constructive dialogue aimed at guaranteeing the physical integrity of subcontracting and tkMF staff
- The respect of the visitors' instructions
- The respect of the waste sorting in place within the company

tkMF encourages its subcontractors and suppliers to state any unidentified risk that could harm tkMF or its own personnel.

### 17.4 HSE penalties

In case of default / negligence, tkMF will remind the applicable rules to the staff concerned. In case of serious or repeated breach, tkMF reserves the right to apply penalties:

- to cover the damage caused
- up to decide the interruption of work

### 17.5 Subcontractor HSE Audit

Subcontractors whose tasks are particularly dangerous will benefit from enhanced supervision. They will be evaluated on HSE criteria defining their adequacy with the values advocated by tkMF.

## **18. Supplier audit**

tkMF reserves the right to audit the supplier's organization in order to ensure his/her compliance with these requirements as well as with the additional charges stated on the order documents.

These audits are registered in the Supply Chain process by tkMF.

This control depends on the level of criticality of the service requested, the level of recognition of the service provider by an accredited organization or a client and the level of conformity of the services provided to tkMF.

tkMF encourages the service provider to monitor the performance of his/her manufacturing processes, with the aim of developing a continuous improvement and efficiency culture.

## 18.1 Document revision index

Index	Date	Nature of changes
A	31/05/2018	Updated according to ISO 9001 and EN / AS9120 and 9100 standards evolutions
B	12/09/2018	Precision for MPE division and modification for major evolution production process.
C	22/07/2019	§12 updated to add the commitment of the provider to the awareness of its staff.
D	03/04/2026	Removal of standard versions, replacement of NFL00-015 with EN9163, addition of CBAM information, update of the acknowledgment of receipt (AR) email address, and addition of Appendices 1 and 2

## DOCUMENT RECEIPT CONFIRMATION

I, the undersigned: .....  
As the: .....  
Company: .....

Providing services to tkMF as:

- Material supplier – Producer (also subject to Appendix 1)
- Material supplier – Distributor (also subject to Appendix 1)
- External service provider (also subject to Appendix 2)

Certifies having read and accepted the tkMF General Purchasing Conditions (or the specific conditions agreed between both parties), as well as the tkMF Supplier Code of Conduct.

Certifies having read the requirements of EQ-TH-005 and its appendices related to the type of service provided and undertakes to comply with and ensure compliance with all its clauses in full for any order accepted by the company.

Undertakes to distribute this document to all people and departments involved in this process.

This document comes into force on the date of signature and remains valid indefinitely until terminated by written notice. Refusal to sign may affect the continuation of business relations between tkMF and the supplier.

Place: .....  
Date: .....

Signature(s) / Name:

Company stamp

Thanks for returning this confirmation receipt duly completed  
By @mail to the following address: [tkMF-quality-suppliers@thyssenkrupp-materials.com](mailto:tkMF-quality-suppliers@thyssenkrupp-materials.com)

## Appendix 1: Additional Quality Requirements – Material Suppliers (Producers and Distributors)

### 1. FAI File (if required)

The FAI (First Article Inspection) file must be prepared if requested and in accordance with EN 9102. It shall include at least:

- Records of final acceptance test results,
- Certificates of conformity and records of treatment values,
- Declaration of conformity of the raw material used,
- Material traceability data (heat, batch),
- Distributor-specific traceability data,
- Distributor's certificate of conformity,
- Origin of raw material.
- 

The complete inspection file must be attached to the first articles (Acceptance Report including the results of all measurements of the characteristics specified in the technical specification, raw material report, etc.).

### 2. Documentation to be provided with delivery

This documentation is specified at the time of the order.

At a minimum, the following is required:

#### **For producers :**

- ⇒ A type 3.1 certificate of conformity in accordance with EN 10204 for the supply of materials.

#### **For distributors:**

- ⇒ A certificate of conformity in addition to the producer's type 3.1 certificate in accordance with EN 10204,
- ⇒ A Declaration of Conformity compliant with EN 9163 for services falling under EN 9100.

### 3. Traceability requirements

The supplier must implement traceability rules to ensure unique product identification throughout its production. Identification methods (if not imposed) may include cold marking, labels, or barcodes.

The implemented traceability system must, where applicable, allow:

- Maintenance of manufacturer identification and batch traceability,
- Identification and traceability of all products manufactured from the same batch of raw materials or the same production batch, up to their final destination. This requirement must be ensured through permanent marking (dot peening, ink, laser) on each part,
- Maintenance of product configuration identification to detect any deviation between the applied and the approved configuration,
- Retrieval of sequential production documentation (manufacturing, assembly, and inspection records) for a given product.

For deliveries of products/services under EN 9100 and EN 9120, the supplier undertakes to maintain traceability of the parent heat, then the heat and batch of the product. Regulatory marking on long products must be applied to each product along the entire length of the material. Where applicable, grain direction must be strictly respected.

#### **Note:**

In the case of products supplied by tkMF, traceability must be maintained from receipt, throughout splitting, storage, packaging operations, and up to delivery.

## Appendix 2: Additional Quality Requirements – External Service Providers

### 1. Material receipt and traceability control

The service provider must perform a traceability check upon receipt of products supplied by tkMF. This check must ensure consistency between the traceability data marked on the parts and the accompanying documents. It must be formalized on the acknowledgment of receipt (A/R), returned with confirmation of lead time and price. This A/R is associated with the incoming material inspection.

### 2. Documents to be provided before delivery

#### 2.1. Cutting or machining suppliers

- Dimensional inspection report covering 100% of dimensions on a representative sample of a work order (ideally: first part and last part). In the case of very large quantities, intermediate sampling may be required. If certain dimensions cannot be verified by the supplier, a deviation request must be submitted to tkMF, which will decide whether to grant it,
- Delivery note (including all traceability data related to the tkMF order),
- Certificate of conformity in accordance with EN 9163 (or the supplier's internal standard),
- In the case of an order under EN 9100 requirements, a frozen manufacturing process sheet will be required.

#### 2.2. Special process suppliers

Special processes include heat treatment, surface treatment, and laboratory testing :

- Heat treatment report,
- Heat treatment charts/curves,
- Load plan,
- Reports of all tests required,
- Delivery note (including all traceability data related to the tkMF order),
- Certificate of conformity in accordance with EN 9163 (or the supplier's internal standard),
- In the case of an order under EN 9100 requirements, a frozen manufacturing process sheet will be required.

**NOTE:** All documents must systematically be provided before delivery for validation by the tkMF technical department, in order to avoid rejection upon receipt of the service.

### 3. Identification and traceability

For products supplied by tkMF, traceability must be maintained from receipt, throughout splitting, machining, heat treatment, storage, and packaging operations, up to delivery. Cold marking is recommended.

Each part from the same heat treatment batch and with the same material traceability must be identified with a batch number (either specified by tkMF in the order or assigned by the service provider). This marking supplements the marking already presents on the parts.

### 4. Packaging

Parts must be grouped in a single package per traceability (one pallet or one package = one work order = one material traceability). If grouping is not possible, the service provider must ensure traceability between packages, work orders, and material.

Packaging must be suitable to ensure the physical integrity of the parts and the safety of personnel during handling operations.

### 5. FAI cases

If required, a First Article Inspection (FAI) file may be imposed at the time of order.

The FAI file must be prepared in accordance with EN 9102 and include at least:

- ⇒ Measurement records of all characteristics defined by the manufacturing process and part drawing,
- ⇒ Records of final acceptance test results,
- ⇒ For so-called "special process" services:
  - Certificates of conformity and records of treatment values,
  - Certificates of conformity and recorded values for surface treatments, heat treatments, and other subcontracted operations performed by the organization.

**The complete inspection file must be attached to the first articles (Acceptance Report including the results of all measurements of the characteristics specified in technical specification, raw material report, etc.).**