



# QMS-CIM-0132-4: Supplier Quality Manual

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*Revision 8*

*Owner: Quality Assurance*

*Distribution: All departments*

*Approvals*

	Name	Title	Signature
<b>Prepared By</b>	Meriam Fassi Fehri	Specialist, Quality Assurance	Electronic approval
<b>Reviewed By</b>	Richard Mignacca	Specialist, Quality Assurance II	Electronic approval
<b>Approved By</b>	Jadranka Veselinovic	Quality Manager	Electronic approval

### *Revision History*

It is important to note that after the initial issue of the SQM, changes to SQM sections will result in the revision level of the document being updated; this revision history table states the changes.

Revision	Date	Modified By	Description
1	31 Aug 2001	Jadranka Veselinovic	First Release
2	21 May 2004	Jadranka Veselinovic	Section 1, 3 & 7 revised. Section 18 & Appendix 1 added.
3	June 2009	Jadranka Veselinovic	Section 1, 2, 3, 5, 7, 8, 10, 12, 13, 14, & 16 revised. Removed Appendix A, B, Table 1 and sections 11, 13 and 14 were removed as well.
4	February 2012	Jadranka Veselinovic	Section 1, 2, 3 and 5 revised. Removed section 4.
4.1	15 Sep 2017	Cindy Sakr	Updated for compliance to ISO 9001:2015 and to revised to reflect current practices. Minor changes were made to sections: 1, 2, 5, 6, 7, 8, 9, 13 and 14.
5	10 Feb 2021	P. Le Sage	Section 2.5 Special Process, Annex 1 and Annex 2 were added.
6	8 Feb 2024	Anna Eid	All sections have been revised, including the appendices.  In addition, section numbers have changed.
7	9 March 2024	Anna Eid	Section 7 revised. Added section 7.1.1 Deviation Process
8	21-Jan-2025	Meriam Fassi Fehri / Richard Mignacca	Review all sections. Clarifications added and homogenization of the roles throughout the document. Revised section 3.3.

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## 1. INTRODUCTION

This Supplier Quality Manual ('SQM') is applicable to all CAE, including its affiliates and subsidiaries ('CAE') procurement contracts. All work, goods and services provided to CAE shall be performed in compliance with i) the requirements, specifications and provisions identified the applicable CAE procurement contract, ii) as a minimum, incorporate the state-of-the-art quality practices applicable for such work goods and services, including but not limited to, supplier employees safety and iii) the general requirements provided in this SQM.

CAE's supplier related documents must be reviewed by the supplier through CAE's website: <https://www.cae.com/suppliers/>.

### 1.1 Purpose

The purpose of this SQM manual is to guide CAE suppliers with regards to quality requirements and minimum expectations. The SQM provides instructions that are intended to facilitate supplier compliance with CAE requirements, assist in the processing of inquiries, and improve communication between CAE and its suppliers.

### 1.2 Scope

This SQM represents a continuing effort on CAE's part to meet the objectives of the company's quality policy, included below, through the improvement of CAE's management of supplier quality processes.

CAE's quality policy is to align all elements of the organization on consistent delivery of world-class products and services that meet or exceed customer expectations and to promote a culture of safety and continuous improvement built on effective processes.

This manual applies to all procurement contracts. Please note that the applicability of the following sections will depend on the type of product or service provided.

This SQM does not replace or change the requirements or specification of the CAE procurement contract.

## 2. GENERAL

This section provides an overview of the key acronyms, definitions, and responsibilities relevant to CAE's supplier quality management processes. It outlines the fundamental terms and expectations to ensure clear communication and mutual understanding between CAE and its suppliers.

### 2.1 Acronyms

Acronyms		Acronyms	
ATP	Acceptance Test Procedure	NDT	Non-Destructive Testing
AVL	Approved Vendor Listing	OCM	Original Component Manufacturers
CAR	Corrective Action Request	OEM	Original Equipment Manufacturers
CCA	Circuit Card Assembly	PO	Purchase Order
C of C	Certificate of Conformance	PPS	Paint Process Specification
COTS	Commercial-off-the-Shelf	PSCD	Procurement Specification Control Drawing
CWB	Canadian Welding Board	PWB	Printed Wiring Board
ECN	Engineering Change Notification	QA	Quality Assurance
EEE	Electrical, Electronic, and Electromechanical	QMS	Quality Management System
ESD	Electrostatic Discharge	SOW	Statement of Work
FAI	First Article Inspection	SQM	Supplier Quality Manual
MA	Main Assembly	T&C	Terms & Conditions
MRB	Material Review Board	VT	Vendor Tooling
NCR	Non-Conformance Report	WO	Work Order
-	-	WPDS	Welding Procedure Data Sheet

### 2.2 Definitions

<b>Quality plan</b>	<p>A detailed document describing the supplier's plan for implementation of quality requirements applicable to the CAE procurement contract. Typical data to be included in the quality plan includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Process flowcharts;</li> <li>• Inspection points;</li> <li>• Use of specific methods, equipment, procedures, or work instructions;</li> <li>• Acceptance test procedure.</li> </ul> <p>The quality plan must be submitted to CAE Quality Assurance upon request.</p>
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<b>Technical surveillance</b>	A verification of the supplier's manufacturing capabilities, review of special process control, control of CAE product throughout the manufacturing process, process control requirements to be in accordance with section 4 Process Control.
<b>Deviations</b>	Request to deviate from CAE procurement contract requirements before, during or after the manufacturing process of a component or assembly.
<b>First Article Assessment</b>	Defined as a verification performed to verify that the finished work/component is in compliance with the requirements specified by applicable drawings, specifications, and the CAE procurement contract or technical requirements document/statement of work, as applicable.
<b>Vendor Tooling (VT)</b>	Tooling furnished to a supplier by CAE, or tooling manufactured or purchased by the supplier that has been paid for by CAE.
<b>VT #</b>	A number assigned by CAE to identify and control CAE-owned tooling. The number will be stated in CAE's Purchase Order to the supplier.
<b>Original purchase order</b>	A six-digit number specifying the CAE Purchase Order number the tooling was charged against.
<b>Engineering Change Notice (ECN)</b>	ECN revision identification applicable to the work/component/part at time of manufacture.
<b>ECN counter</b>	Count of ECNs that apply to the work/component/part at time of manufacture.
<b>Revision level of part/tooling</b>	The part revision level at the time of manufacture or purchase of the VT. The part revision level will be a one-character field with the drawing revision level or a two-character field that will include the drawing revision level and an ECN counter.
<b>Tooling Life Expectancy</b>	Estimated number of work/components/parts that can be produced with the VT.

## 2.3 Supplier's Responsibility

In addition to supplier responsibilities to ensure the work, goods and services has performed safely with best of class practices, it is supplier responsibility to deliver work, goods and services in compliance with the CAE procurement contract. Supplier shall ensure that it has received and fully understood the requirements of the CAE procurement contract, including but not limited to, all applicable requirements, engineering prints and specifications related to the work, goods and services that are required to be furnished. Shall supplier has questions or comments regarding the CAE procurement contract requirements or any of its specifications, it shall request clarifications from the CAE procurement contract assignee.

Supplier shall ensure work, goods and services provided to CAE conform to the CAE procurement contract latest revision, drawing specifications, competency, and personnel qualification requirements, whether performed directly by supplier or through subcontractors. Supplier shall notify CAE procurement contract assignee, in writing, for any of the following circumstances:

- Conflict of technical terms or conditions exists relative to a CAE procurement contract;
- Changes in meaningful quality management processes and/or personnel;
- Suspected shipment of non-conforming work, goods or services without CAE approval;
- Suspected problems with material, manufacturing, processing, design, etc. which may affect product integrity, including use of counterfeit components.

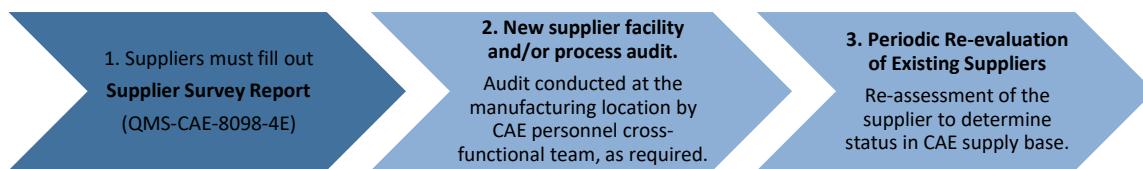
### 3. SUPPLIER'S QUALITY SYSTEM REQUIREMENTS

This section applies to all suppliers providing work, goods and services to CAE.

#### 3.1 Supplier Qualification, Monitoring, and Performance

##### 3.1.1 Supplier Qualification

Every supplier shall undergo a qualification process. This qualification process serves two main purposes: first, to identify the key information on potential suppliers; and second, to identify key elements of quality system and processes including to ensure quality processes are established, monitored and controlled and, are continuously maintained throughout each work, goods and services provided by supplier. This qualification process varies based on the type of work, goods and service supplier is providing to CAE. Typically, this process may comprise the following three distinct qualification stages:



Suppliers qualified by CAE will be listed in CAE's Authorized Vendor List (AVL). Before the issuance of any procurement contract, suppliers shall be qualified and listed on the AVL. For critical procurement and/or processes, CAE may conduct an on-site audit or request supplier to provide data to validate qualification assessment. Periodic re-evaluation assessment may be conducted based on the criticality of the processes involved, supplier's performance and/or change in the scope of work. Supplier quality qualification will be conducted in accordance with CAE's internal procedure: QMS-CIM-1153-3 – Procurement.

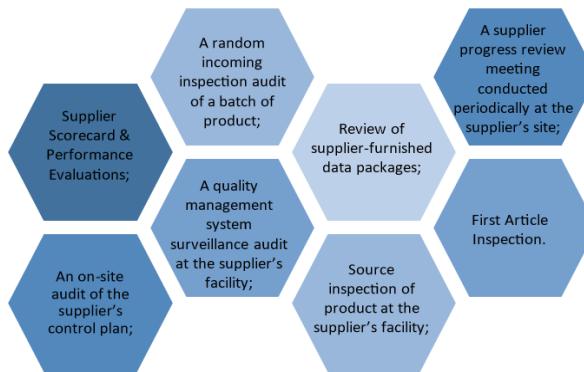
##### 3.1.2 Supplier Monitoring

It is supplier's responsibility to monitor quality systems and processes to deliver work, goods and services in compliance with the CAE procurement contracts. CAE may monitor supplier to verify that they consistently and continuously meet CAE's procurement contract requirements and specifications. Furthermore, CAE shall have the right to conduct supplier and sub-suppliers on-site quality assessments for various reasons. CAE will advise the supplier in advance when an audit is to be performed at the supplier's or sub-supplier's facility. The audit may take the form of:

- Quality system audit;
- Product audit;
- Technical surveillance audit;
- Required qualification of personnel;
- Or others assessment as may be deemed necessary by CAE.

Supplier performance is conducted on **ALL** direct suppliers based on the following criteria but not limited to:

- Historic performance (NCRs);
- Type and/or Criticality of the goods, work and services;
- Supplier's third-party registration;
- Customer complaints concerning supplier's work, goods or services;



**Figure 1:** Monitoring Methods

Audit frequency will depend on criteria assessed by CAE for supplier evaluation. When a supplier is required to undergo an on-site assessment, it must provide suitable facilities and assistance, including all relevant quality records and documents. These assessments can be conducted either by CAE personnel or third party selected by CAE for baseline assessment or special processes (plating, paint, welding) aligned with the on-site audit.

### 3.1.3 Supplier Performance

CAE monitors and ranks its suppliers using a supplier scorecard. The suppliers that have been selected for monitoring and improvement will have available data for quality, cost, delivery, responsiveness, and compliance. This data will be available as suppliers score cards on a monthly basis. Suppliers shall maintain satisfactory performance to remain on CAE's AVL.

- Supplier Performance Standards are defined in CAE's Purchase Order "terms and conditions".
- Supplier's performance is to be reviewed on a monthly basis. Suppliers not meeting performance standards may be asked to perform preventive/corrective actions, have an audit be performed at their facility, put on probation, or be removed from CAE's AVL.
- All performance scores will be held in the strictest confidence between CAE and its suppliers.

## 3.2 ISO 9001 & AS9100 Standards

CAE is working towards using ISO 9001/AS9100 (or equivalent) registered suppliers. When the supplier is not third-party registered for its quality system or special processes, CAE requires the supplier to have in place a documented quality system meeting the intent of ISO 9001. Quality

systems found to be lacking in the requirements of the ISO 9001 framework may result in one or more of the following additional requirements being imposed on the supplier:

- Requirement for a quality plan to be submitted and qualified by CAE;
- Added quality system requirements including approaches like i) requirements for supplier to report on a self-monitoring assessment, ii) technical surveillance or audits to be performed by CAE or a designated third-party organization or iii) others approach as may warranted for the applicable work, goods and services as deemed necessary by CAE.

As per AS9100 requirements, suppliers must strategically plan, execute, and oversee processes. Depending on the goods, work or service's nature and specific requirements/specifications, statistical methods can be employed to aid monitoring process control. These methods include identifying and validating critical features, measuring process capability, and implementing statistical process control.

### 3.3 Counterfeit Requirements

All Suppliers who supply or use EEE parts as sub-components in their end item deliverables should have processes in place for their avoidance, detection, mitigation, and disposition of counterfeit components. The EEE parts shall be purchased from OEM, OCM, or Authorized/Franchised distributors. If independent distributors or brokers are used, it should be supported with sufficient evidence of traceability and authenticity.

All EEE parts should be Traceable (lot / date code / serialization) back to an authorized source. The responsibility and the length of retention period for traceability shall not be less than 7 years and can be extended depending on contractual requirements.

Supplier' receiving inspection shall include the verification of vendor data such as PO number, revision, part number, vendor, lot number, etc. and included inspection & test reports, certificate of conformity as applicable.

Supplier's key personnel shall be trained, and the training shall be documented for counterfeit parts prevention and awareness.

### 3.4 Tool Calibration

Suppliers are required to maintain the calibration of all measuring and testing tools.

Calibration certificate, from a duly recognized source, for each measuring and testing tool shall be made available to CAE upon request.

### 3.5 Supplier's Subcontractors

When using subcontractors, primary suppliers must ensure CAE procurement contract requirements and specifications are flowed down to the subcontractor, as applicable. Primary

suppliers shall remain fully responsible for all work, goods and services provided by its subcontractor(s). Furthermore, sub-tier can be subject to a CAE audit.

For special processes, as identified by CAE, the choice of subcontractor requires CAE authorization.

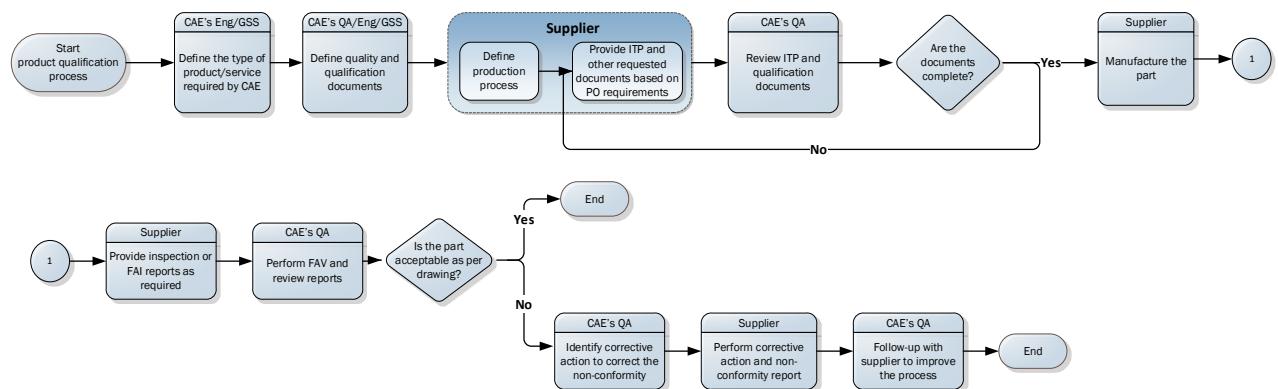
Primary suppliers using subcontractors to perform special process operations such as heat treatment, painting, welding, anodizing, plating, or non-destructive testing (NDT) must be qualified prior to any work, goods or services be provided to CAE.

Furthermore, supplier and its subcontractor(s) must maintain control and documentation of their special processes together with source(s) of materials or processes as applicable and ensure proper documentation and/or traceability is received and maintained on file.

If these requirements are not demonstrated to CAE's satisfaction, the work, goods and/or services may be rejected and/or quarantined pending evidence of approval documentation.

### 3.6 Supplier Product & Production Qualification Process

This section outlines the requirements for qualifying supplier products and production processes to ensure they meet CAE's standards. It includes the necessary steps and documentation that suppliers must follow to demonstrate compliance with technical specifications and quality expectations before delivering goods or services to CAE.

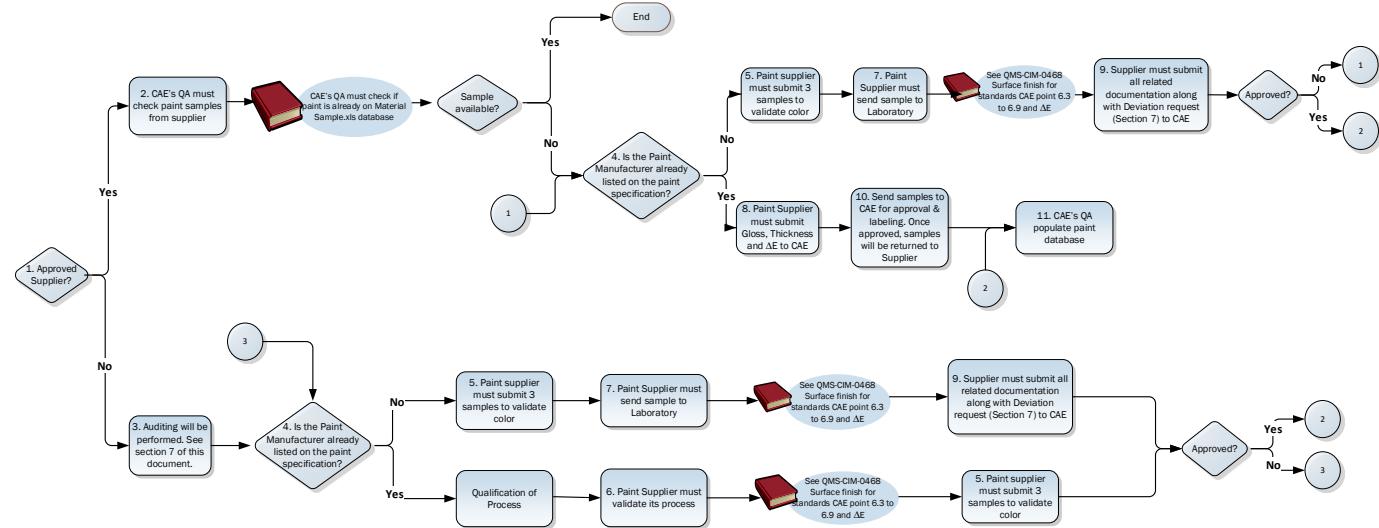


### 3.7 Special Processes

#### 3.7.1 Painting

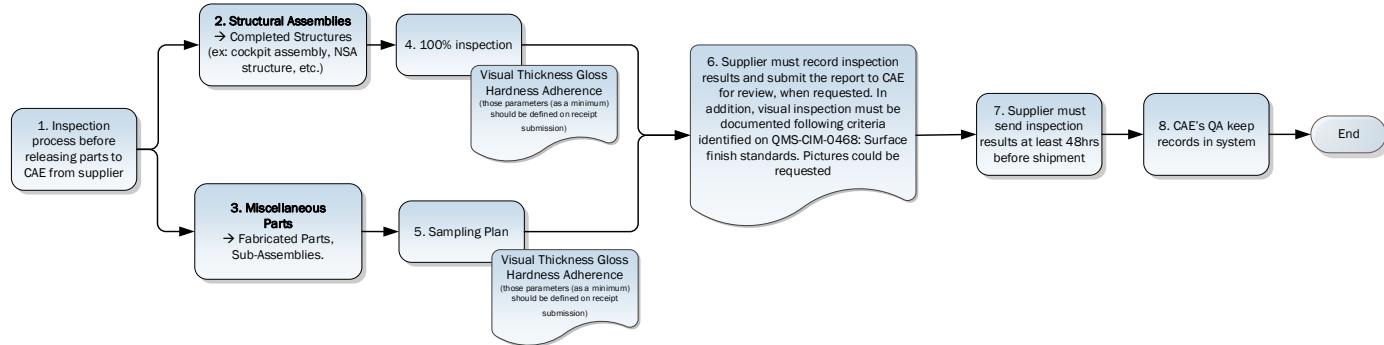
This section is applicable to suppliers and supplier's subcontractors who perform painting process on CAE's build-to-print specifications. Refer to Appendix B Table 1 for the Painting Verification Template.

### 3.7.1.1 Paint Qualification Process



- Deviation must include quantities of parts affected.
- **IN SPECIAL CASES ONLY**, CAE will accept another type/manufacturer of paint if all requirements are satisfied (steps 5 thru 9).
- For **Step 5**, supplier must submit 3 samples (6"x 3') made from aluminum, having a complete paint system (primer + topcoat). Supplier must provide its painting process along with test results (thickness, gloss, ΔE). CAE QA will validate samples received following PPS, Fed. Standards, and CAE samples.
- Environmental testing shall be done using an **accredited laboratory**.

### 3.7.1.2 Paint Inspection Process

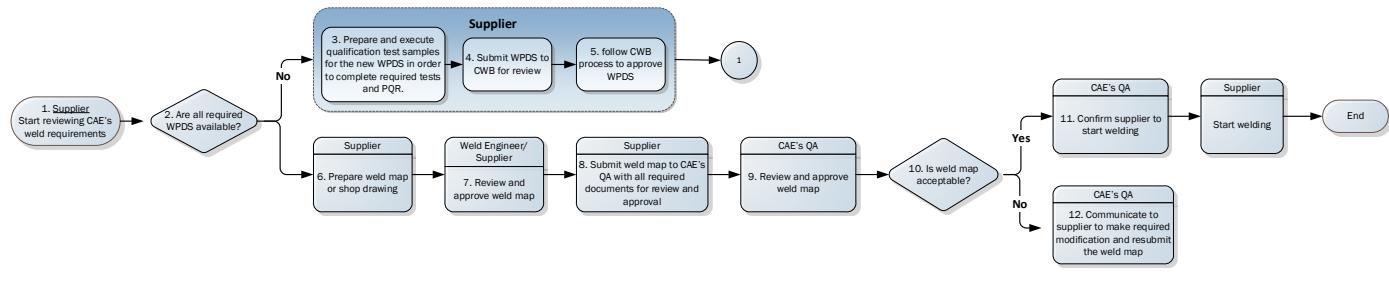


- Miscellaneous Parts are usually painted in batch and are delivered to CAE as separated (standalone) items.
- Inspection results must be compliant to CAE's paint manufacturer's specifications. Any deviation from these specifications shall be recorded on a deviation request (as described in section 7 of this document) and be approved by CAE before shipment.
- It is CAE-QA's responsibility to review the results received from the Supplier. **If CAE-QA determine Supplier's overall performance is not under control**, Supplier will be advised to wait CAE-QA's approval before shipment of goods to CAE until further notice.
- Refer to the sampling plan identified in **Appendix 1** of this document to determine the number of parts to be inspected based on parts delivered on the order. **Use LEVEL II inspection level**.

### 3.7.2 Welding

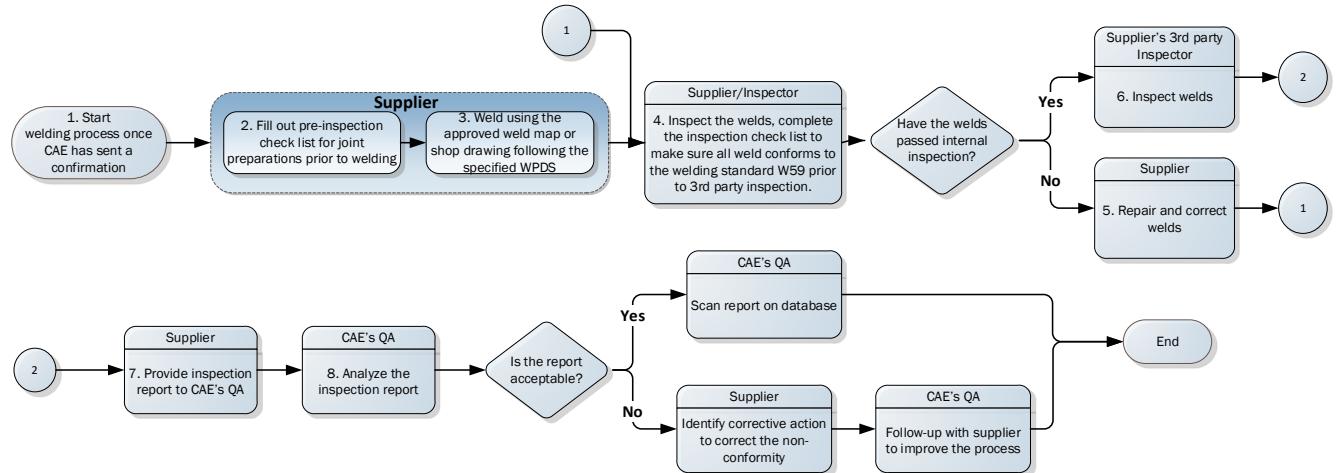
Suppliers shall provide required weld qualifications and certifications in compliance with CAE procurement contract requirements and specifications, including but not limited for structural and build-to-print work, goods and services. Supplier must control the welding process and complete the required inspections prior to the beginning of the welding process, during welding and after welding. Refer to Appendix B Table 2 for the Welding Verification Template.

#### 3.7.2.1 Weld Qualification Process



- Welding Engineer: CWB Certified Welding Engineer
- Documents to be submitted to CAE's QA prior to start welding:
  - Steel or Aluminum weld certification to CSA 47.1 or 47.2 issued by CWB;
  - CWB Approved WPDS;
  - Weld map or shop drawing approved by supplier designated welding engineer;
  - Welder performance certification cards;
  - Waiver: In any special case.

#### 3.7.2.2 Weld Inspection Process



- The 3rd party inspection company must be certified to CWB 178.1 designated by CAE's QA.
- Welding inspector shall be certified in accordance with CSA W178.2 level 2.

### 3.7.3 Surface Treatment

This section is applicable to suppliers and supplier's subcontractors who perform surface treatment process on CAE's build-to-print specifications. Suppliers using Subcontractors shall comply to section 3.5 of this document. Suppliers performing surface treatments shall assure that their processes are controlled to maintain constant product quality level. The following elements, as a minimum, shall be documented and maintained:



Any out-of-specifications test results or non-conforming product found during the verifications identified above shall be reported to CAE within 24 hours after being noticed, with the following information:

- Affected procurement contract;
- Affected parts numbers and quantity.

Affected parts will be returned to the supplier to have the plating process redone.

Prior to the first production of CAE's parts, request for objective evidence of the plating process' effectiveness (such as but not limited to process validation and verification, work instructions) might be requested by CAE's QA department. Recent test reports shall be made available to CAE for review upon request.

## 4. PROCESS CONTROL

This procedure applies to all purchased goods and services when the requirement for process control documentation is indicated on CAE's procurement document, technical requirement document, or SOW.

When notified by CAE's QA that process control documentation is required, suppliers must submit the information listed below to CAE's QA for review.

Approval of the process control documentation must be issued by CAE before the supplier can start or resume working on the subject parts. The areas to be controlled and documented may include:

- Sources for all manufacturing or processing activities along with their supplier information.
- Methods and sequences of operations used in the part's manufacturing or processing, and any applicable process control documentation required to produce the component to the engineering specification.
- Special processes, via technical sheets established for the component (i.e.: processes in which measurements for conformity can be taken directly).
- Any other documentation relating to the supplier's process control systems.

### 4.1 Change Request

The principal objective of this procedure is to ensure that changes to manufacturing or processing operations of parts will yield components equal in quality and performance to those parts which have previously satisfied CAE technical requirements. For every approved process, changes to it need to be formally submitted for QA approval.

#### 4.1.1 Information Requirement

When a process change is required, the supplier shall prepare a request that shall include the following information:

- The engineering drawing number of the part(s) in question.
- The part description as per the engineering drawing.
- Clearly document all changes requested and attach any supporting documentation. Include references to previous submissions on similar parts, if applicable. The date when implementation of the proposed changes (equipment & tooling, facility, manpower, etc.) is required should be indicated.
- Document, in detail, the justification for the proposed changes. Signature, title, and printed name of the person requesting the changes.

### 4.2 Acceptance of the Submission

The request shall be forwarded to CAE's QA representative for review. CAE may ask for additional information to be furnished if the submission is not deemed to be sufficiently detailed. The supplier will be notified by CAE's QA as to the decision regarding their request.

## 5. SOFTWARE CONTROL

This section applies to customized software purchased from suppliers. It does not apply to the purchase of commercial off-the-shelf (COTS) software packages.

### 5.1 Design Review

As documented in the procurement contract, CAE may hold design reviews of the supplier's software at either CAE's or the supplier's premises. Requirements governing the scope and timing of the design reviews will be identified in the procurement contract. A CAE Subject Matter Expert (SME), a technical representative, or a QA representative may participate in the design reviews.

### 5.2 Acceptance Testing

Prior to delivery of the software to CAE, the supplier shall demonstrate that all technical requirements specified in procurement contract have been satisfied by acceptance test procedure results, or their equivalent. The acceptance testing may involve a combination of activities performed at the supplier's, CAE's, or CAE's end-customer facility. Testing may be done with supplier's software integrated within CAE's final product to the customer. As documented in the procurement contract, the acceptance test procedures, test witnessing, and final acceptance may be subject to review by CAE's SME, technical, or QA representatives.

### 5.3 Software Integration

Software received at CAE may be integrated within CAE's final product to ensure the functionality of the software. The supplier may be required to provide assistance during the integration phase. Any deficiencies encountered during the integration or testing of CAE's final product where the supplier's software was deemed to be a part of or a contributing factor to the problem will be documented and communicated to the supplier for resolution.

Once the software has been accepted by CAE, supplier support with regards to warranty, after-sales service, upgrades, or any other issues affecting product quality or performance shall be carried out as documented in the procurement contract.

## 6. ECN NOTIFICATION

Suppliers will be advised when an ECN is issued against a part that is currently on order. The notice will contain the revised Purchase Order with the relevant information such as part number, procurement contract number, procurement contract line number, and the changes attached to this order.

### 6.1 Required Action

All suppliers must respond to acknowledge receipt of the ECN and confirm the change.. Subsequently, the supplier shall assess and confirm whether the change can be applied before delivery of the part, as well as any changes in price. Additionally, all suppliers must explain why they can or cannot incorporate the change. If the order is shipped before the ECN is created, the supplier shall acknowledge the change but it will only apply to future orders.

In cases where the supplier has access to the ECN in the ECN configurator tool, they must also acknowledge the change via email and confirm their answer via both email and the ECN configurator tool. They can either “Accept” or “Reject” the ECN depending on where it is in the process.

If the supplier provides an answer via email, the Purchasing representative will go into the ECN configuration tool and update the ECN according to the supplier’s response.

## 7. NON-CONFORMANCES (NC)

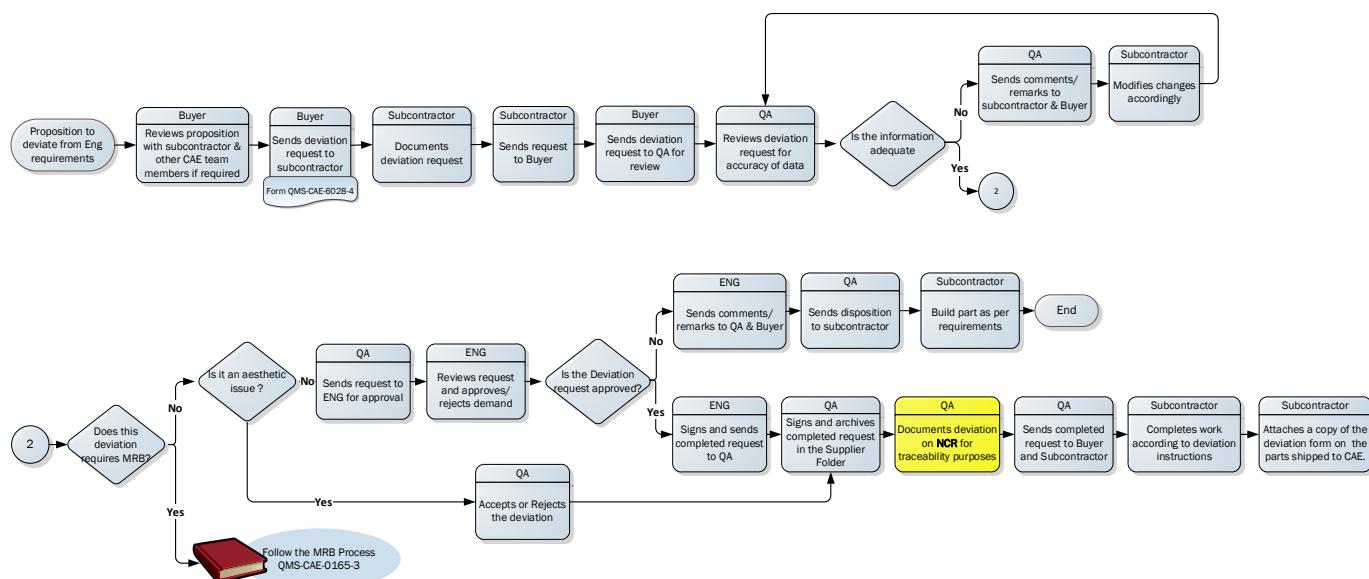
This section applies to all purchased goods or services found to be non-conforming with regards to the requirements of the procurement contract, drawing specifications, or other supporting documents.

### 7.1 Deviations

Deviations shall be used exceptionally, and only apply to a limited number of items. Suppliers may request permanent or long-term changes, but such requests must be submitted to engineering for a design change (ECN).

Accepted deviations might be subject to additional requirements, such as, but not limited to: part identification, packaging identification, submission of additional test reports, etc. These additional requirements which will be documented on the supplier's request. Products shall only be shipped to CAE once the applicable requirements have been satisfied.

#### 7.1.1 Deviation Process



This process outlines CAE's procedure for managing deviation requests from subcontractors. The subcontractor must submit the deviation request, in writing, to CAE's Purchasing representative. Subsequently, the Purchasing representative will forward the request to CAE's QA for a thorough review of the information provided.

1. In cases of incomplete or incorrect requests, the documentation will be returned to the supplier for the necessary corrections. The subcontractor will then send the revised deviation request to both QA representative and the Purchasing representative.

2. When the information is deemed adequate, QA will assess whether a Material Review Board (MRB) is necessary. If MRB is indeed required, the established MRB process must be followed. However, if MRB is not required, QA will further evaluate whether the deviation pertains to an aesthetic concern.
3. In cases where aesthetics are involved, QA will make the decision to either accept or reject the deviation request.
4. When the deviation request is unrelated to aesthetics, QA will forward the request to Engineering for approval. Upon approval, both Engineering and QA will sign the request.
5. Subsequently, the approved deviation will be submitted to the Buyer and the subcontractor. The subcontractor will then execute the work in accordance with the deviation instructions and attach a copy of the deviation form to the parts shipped to CAE.

In the event that a deviation request is not approved, Engineering will provide the grounds for their decision to QA representative and the Purchasing representative. Subsequently, QA will communicate the reasons to the subcontractor, instructing them to proceed with building the part according to the specified requirements.

**Note:** Non-conforming products that are waiting for approval must not be shipped without CAE's authorization.

#### 7.1.2 Documentation Requirement

Suppliers shall request and document deviations with CAE's Deviation Request form (QMS-CAE-6028-4), Appendix C, or they may use their own form as long as it contains no less than the same information required in CAE's Deviation Request form. A copy of the CAE-approved deviation form shall be attached to the Certificate of Conformance and attached onto the product and the packaging.

#### 7.1.3 Information Requirement

The following information shall be included when suppliers are using their documentation to file a deviation request:

- Supplier's name and CAE vendor code;
- CAE procurement contract number;
- Date of request;
- CAE part number and revision;
- Part or material description;
- Batch/Lot/Serial numbers, as applicable;
- Number of parts affected;
- Drawing location and detailed description related to the deviation;
- Proposed solution;
- Explanation of corrective / preventive action;
- Signature of supplier's authorized quality representative.

## 7.2 Corrective Actions

### 7.2.1 Non-Conformance Report (NCR)

Should non-conformance be identified by CAE upon inspection of the goods, or during use of the goods, details will be provided to the supplier for them to take corrective measures in the form of a Non-Conformance Report (NCR).

If corrections or repairs are necessary prior to the acceptance of the goods, and the goods cannot be returned to the supplier for any reason whatsoever, CAE may, at its sole discretion request compensation for the administrative charge and the said repair, or request that the supplier carry out the necessary repairs at CAE's premises.

### 7.2.2 Corrective Action Request (CAR)

In response to a non-conformity, the supplier's corrective actions must be documented in the form of a Corrective Action Request (CAR) and communicated to CAE in the time frame required by CAE's QA. If it is not possible to complete in the provided timeframe, it is the supplier's responsibility to notify CAE and request a time extension. Failure to respond to a Corrective Action Request to CAE, will constitute a breach of the procurement contract, and may result in the withdrawal of the supplier's approval.

## 7.3 Notice of Escape

The supplier must send a Notice of Escape to CAE's Purchasing representative and QA representative within 24 hours of discovery of any non-conforming product that was shipped. Such Notice of Escape shall contain the following at minimum:

- Supplier Name;
- Description of the non-conformance;
- A list of all affected part numbers;
- Part number and traceability number which identifies the non-conforming parts, if applicable;
- All affected procurement contract numbers;
- Packing sheet numbers;
- Quantities and date shipped;
- Information regarding quarantine of all related work-in-process and/or finished goods;
- Any other information that is required.

## 8. EVALUATION OF FIRST PRODUCTION

### 8.1 First Article Assessment

A First Article Assessment is a process to ensure a supplier's ability to comply with all CAE engineering specifications, technical requirements, the procurement contract and any related SOW. This activity shall be performed by the supplier and validated by a CAE Quality Assurance representative. This section is applicable:

- To any material, part, assembly or special process applied on CAE's product and executed for the first time, or when requested by a procurement contract;
- When there are significant changes in the manufacturing methods or process, Suppliers shall notify CAE of the changes, and after review, CAE may request a First Article Assessment to be performed.
- When required by corrective action plans for a product with a repetitive rejection history.

This section is not applicable to proprietary parts, except when required due to a history of repeated rejections, parts or raw materials manufactured to national standards, to suppliers acting as distributors, and to purchases of software.

#### 8.1.1 First Article Assessment Documentation

Suppliers performing a First Article Assessment shall document all design features or requirements in an inspection report. A First Article Assessment could include an Acceptance Test Procedure (ATP) which will need to be provided and accepted by CAE prior to conducting the tests. A copy of the First Assessment Report shall be attached to the Certificate of Conformance (CofC). Any other supporting documentation shall be attached to this inspection report, here are some examples:

- All certificates (i.e., raw material, special processes);
- Deviation requests (previously approved by CAE);
- Laboratory test pieces/test results.

#### 8.1.2 Measurement Tool Traceability

The supplier shall identify on the inspection report the tool number identifications that were used to perform the inspection activity. CAE Quality Assurance may request calibration dates for the tools identified.

#### 8.1.3 Product Shipment

Suppliers shall not ship products to CAE if the First Article Assessment has not been performed or if the result of the assessment has been rejected by CAE. If a product has been conditionally accepted by CAE, the supplier shall perform another assessment prior to the following shipment.

## 8.2 AS9100 First Article Inspection Requirement

For components/services where an AS9100 requirement is flowed down on the procurement contract, a First Article Inspection activity needs to be performed according to AS9102 (First Article Inspection) requirements.

# 9. IDENTIFICATION & TRACEABILITY

This section applies to all purchased goods where an identification requirement is specified on the Procurement Specification Control Drawing (PSCD). This procedure does not apply to identification of component packaging. For bare printed circuit cards refer to control document CD279006.01.8.300.

## 9.1 Component Identification Requirements

Suppliers shall identify components in accordance with:

- Marking method identified on the drawing;  
If no specific method identified, the following are the preferred methods:
  - Ink stamp or stencil .125" (1/8") high characters
  - Label (P-touch or other) covered with a varnish as per PPS 6.1.114
- Location identified on the drawing;  
○ If no location is identified on the drawing, the preferred location must be requested from CAE. Item identification must be in a non-visible after installation.

Information on supplier code and preferred location (if none indicated on the drawing) may be obtained by contacting the following personnel:

- CAE Purchasing representative identified on the procurement contract; or
- Quality Assurance Representative.

Note: Parts too small for proper identification may be bagged and tagged (not valid for CCA).

### 9.1.1 Information Requirements

For all products, the drawing requirements shall be followed for parts identification.

Also, the Suppliers shall identify the following information:

- CAE Part Number and Revision;
  - Supplier Code;
  - CAE procurement contract number;
- Specific requirements shall apply to some products such as:

- Standalone Part or Component:
    - Serial Number, if required.
  - Assemblies:
    - Serial Number (if assembly is serialized).
  - For CCA Assemblies, refer to CD279006.01.8.300.
    - Serial Number;
    - Source Code.
- Cable Assemblies:
- Serial Number, if applicable
    - *Information mentioned above could be identified on a separate label if necessary. This additional label has to be installed next to primary label towards cable's center.*

Refer to Appendix D for identification and traceability examples for each of the products listed above.

Note: The format for the serial number and the supplier ID can follow the following sequence if there is limited space:

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Supplier ID (letter) / year (two digits) / month (letter) serial number (4 digits).

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For Example: board made by a supplier starting with S made on the 13 July 2008, serial number 4567, it would be represented as **S08J4567**.

#### 9.1.2 Non-Destructive Test (NDT) Identification

Components having undergone non-destructive (NDT) testing (Such testing may include, but is not limited to, fluorescent penetrant inspection, magnetic particle inspection, radiographic inspection, etc.) must be stamped with test report number. Components that have undergone radiographic inspection must also be identified with a unique radiographic serial number.

## 10. IDENTIFICATION OF CAE-OWNED TOOLING

The identification of CAE-owned tooling is a procedure that applies to all tools:

- That are furnished to the supplier by CAE;
- Manufactured or purchased by the supplier, but has been paid for by CAE. This includes punches purchased by sheet metal suppliers to the requirements of CAE cut-out drawings and measurement devices;
- Test jigs built by the supplier, but paid for by CAE.

This procedure does not apply to tooling that will be discarded after component manufacture or will be consumed during the manufacture of the CAE product.

Suppliers may require specialized tooling or equipment to perform the work stated on the procurement contract. All tooling charges must be agreed upon by CAE Purchasing representative prior to purchase or manufacture of the tool and will be indicated in the procurement contract given to the supplier. Unless otherwise specified in the procurement contract, payment for the tooling will be made upon receipt and acceptance, by CAE, of a product made from the tooling.

### 10.1 Identification Requirement

The Vendor Tooling (VT) is to be identified with the following information:

- The phrase: "Property of CAE Inc."
- VT #
- Part number and revision level
- Date of Manufacture
- Life expectancy
- Original purchase order number

If the VT is too small to be identified with the above information, as a minimum it should be identified with the VT number. A tag may be used for identification when there is a lack of available space on the VT. In addition, when the vendor has been furnished with tooling from CAE, the supplier shall verify the minimum identification requirements have been met.

A VT# log shall be maintained by the supplier which shall include all the information stated above. A copy of the log shall be forwarded to CAE Purchasing representative whenever a change is made. The log must clearly state that all tools identified with VT numbers are the property of CAE. Any questions concerning tooling identification should be addressed to CAE Purchasing representative.

### 10.2 Preservation of Tools

Unless otherwise stated on the procurement contract, it is the supplier's responsibility to ensure that all VTs in their possession is stored in a manner that will prevent damage or shortened life

expectancy. VT shall not be disposed of without prior written authorization from CAE. Once written approval has been received the supplier's log shall be updated to reflect this disposal.

It is forbidden to use VT on non-CAE products without prior written approval from CAE. In addition, all tooling which is property of CAE shall be returned to CAE in the following instances:

- The business relationship between the supplier and CAE has been terminated.
- CAE requests return of the tooling.

In the case where CAE-owned equipment is used by a supplier for testing and validation purposes, the calibration and maintenance of that equipment will be added to the CAE calibration system (the asset, in this instance the tool, shall not be assigned a calibration program). It is the supplier's responsibility to calibrate and maintain equipment. If the tool is lost, it is the suppliers' responsibility to replace the item. CAE has the right to audit or retrieve material at any time. Furthermore, calibration of equipment must be conducted by CAE approved suppliers.

## 11. CAE PRODUCTS AT THE SUPPLIER'S FACILITY

This section applies to suppliers holding CAE products and raw materials at their facilities.

### 11.1 Audit

CAE shall advise the supplier on the procurement contract if either customer or Government verification is required for specific goods. It is important to note that acceptance of goods by CAE, customer, or Government auditor does not indicate final product acceptance, nor does it relieve the supplier of their responsibility for ensuring all parts and products are delivered to CAE's requirements as per final acceptance by CAE's end user.

The supplier's measuring and testing equipment shall be made available to CAE representatives, customers, or Government personnel for use in verifying conformance to procurement contract requirements. The supplier's personnel shall be made available as required for operation and verification of the adequacy and condition of such equipment.

### 11.2 Documentation Requirement

The supplier is responsible for ensuring all products and appropriate documentation are completed as per the procurement contract; and that they are ready for review, including assessment or inspection reports or deviation requests.

### 11.3 Release of Raw Material

In the case of raw material held at the supplier's facility, the raw material shall be stored by the supplier pending written authorization from CAE to have the material released to other suppliers. Supplier with the raw material shall identify the raw material with a lot number. When shipped to suppliers, the lot number must appear on all release documentation.

## 12. HANDLING, PACKAGING, & TRANSPORTATION

This section is meant to provide information on the handling, packaging, and transportation of products but must be read in conjunction with the Logistics Guide for Suppliers (QMS-CAE-8074-4).

This procedure applies to all CAE purchases of goods, whether shipped directly to CAE or shipped to another location.

### 12.1 Contamination, Damage, Deterioration, & Corrosion

Products are to be packaged in such a way as to minimise the risk of environmental contamination, damage, deterioration, and corrosion during transportation, storage, and handling of the products in the supplier's possession.

### 12.2 Foreign Objects Debris/Damage (FOD) & Contaminants

Precautions shall be taken to prevent FOD and contaminants from entering components. In addition, packaging shall be made from new material that will not contaminate the enclosed products.

### 12.3 Electrostatic Discharge (ESD)

Material subject to damage from ESD shall be handled and protected with necessary precautions and in accordance with any specific requirements for the handling of these products.

### 12.4 Hazardous, Flammable, or Toxic Products

Products that are hazardous, flammable, or toxic shall be clearly identified and handled in accordance with the manufacturer's recommendations and applicable Government regulations.

### 12.5 Personnel Threats

The packaging method shall enable removal of product without risk. Particular attention shall be paid to the protection of sharp edges and machined surfaces, which present risks to personnel health during unpacking. In addition, the materials used in the packaging shall not be harmful to personnel and shall not require any special health precautions.

### 12.6 Robust Packaging

External packaging shall be robust enough to withstand normal handling and transportation. It shall also offer a degree of protection against careless or accidental handling. Examples of acceptable final containers are:

- rigid cartons;
- wood or plywood cases;
- double or triple walled corrugated board framed containers.

**Note:** Cardboard shall not be used to cover or protect composite surfaces that have been painted.

## 12.7 Special Disposal Methods

Packaging materials requiring specialized disposal methods shall not be used without prior approval from CAE Purchasing representative.

## 12.8 Approval of Packaging

Packaging which carries a charge, requires a deposit, or is considered returnable, shall not be used without prior approval by CAE Purchasing representative.

## 12.9 Identification of Packages

Each package shall contain a label identifying its contents. When smaller packages containing the same product are placed in a larger, outer container, only the outer container shall require an identification label. Each label shall include the following information:

- Purchase Order and line number;
- Part number;
- Part description;
- Serial number, if applicable;
- Quantity;
- Cure date, lot number, batch number; if applicable;
- Special handling/usage instructions; if applicable.

Refer to Logistics Guide for Suppliers (QMS-CAE-8074-4) for more information concerning the identification of packages.

## 12.10 Identification of CAE-Owned Containers

In certain cases, CAE may provide the supplier with specific container for specific products. These containers shall be identified with serial numbers starting with the letters 'TF'. These containers should only be used for the intended products and remain the property of CAE. Should CAE not have the required containers, drawings shall be supplied to the supplier for manufacture of the containers.

## 13. CERTIFICATE OF CONFORMANCE (C OF C)

This section applies to suppliers providing goods or services to CAE when the requirement for a C of C is specified on the procurement contract.

The supplier shall provide a C of C with each product shipment. The intent of the C of C is to:

- Identify the product being delivered;
- Provide the required release and traceability information.

### 13.1 Information Requirement

The following information is required on the supplier's C of C, as applicable:

- Supplier's name and address;
- C of C serial number. This number should not be repeated on other C of Cs. It may be similar to the packing slip number;
- CAE Purchase Order number;
- Quantity of parts being shipped;
- Part description;
- Lot/Batch number, as applicable; for raw material, when a lot number is provided to the supplier by CAE the lot number **must be** identified on the C of C;
- Part serial numbers (required for aircraft instruments and avionics; as applicable for other parts);
- Shelf-life data, as applicable;
- Applicable specifications related to work performed or product supplied;
- A statement confirming parts supplied meet all CAE Purchase Order requirements;
- Signature of the person authorized to release the product. Electronic signatures are accepted provided the supplier has an auditable procedure in place to control the use of electronic signatures. Rubber stamp signatures are not acceptable;
- Title of the person releasing the product;
- Date of authorization.

### 13.2 Documentation Requirement

The following documents are also required, as applicable:

- Certificate of Airworthiness (either FAA 8130 or JAA Form One) for aircraft instruments.
- Test reports:
  - When requested on the CAE Purchase Order;
  - Critical motion parts;
  - Non-destructive Test reports for special processes (ex: x-rays, etc.);
  - Test reports for heat treated components (ex: hardness results);
  - Raw material: detailed chemical/physical properties and traceability data.
- Configuration listings applicable to computer equipment.
- First Article Assessment: refer to section 8 of this document.
  - First Article Inspection report (FAI) for an item built under AS9100 requirements.
- For suppliers of Printed Circuit Boards (PCBs)

- Reports detailing cross-section result;
- Electrical testing results;
- Impedance control data.

Suppliers' C of Cs which do not contain all the necessary information may result in the rejection of the subject goods by CAE. Suppliers will be requested to correct non-conforming documentation and resubmit a new C of C copy for goods to be received at CAE.

## 14. QUALITY RECORDS

Quality records may be kept by the supplier (and provided to CAE upon request in a readable format) in the form of a hardcopy or any digital format.

### 14.1 Retention Period

Retention periods are divided into the following categories:

- For military or commercial contracts – seven years from the date of product shipment to the customer or end-user.
- For nuclear contracts – retention for the active life of the product.
- Note: retention time can be extended depending on contractual requirements.

Disposal of quality records after expiry of the retention period must first be authorized by CAE.

### 14.2 Documentation Retention

The minimum records to be retained by the supplier, as applicable, are listed below:

- Process control plans (includes routing cards and quality plans);
- First Article Inspection Report;
- Inspection procedures and results (in-process and final);
- Laboratory and test records;
- Special process techniques and test records;
- Subcontractor C of C and test data;
- Requests for deviations or waivers;
- Competence, including any records of required qualification of personnel;
- Supplier C of Cs;
- Design data and validation records.

When procurement contract defines requirements different from the above with regards to types of records or retention periods, the procurement contract shall take precedence.

### 14.3 Access

Quality records shall be preserved in a safe, suitable environment and be available to CAE, customer, or Government representatives for reference at any time during the manufacturing or storage period. Records shall remain, readily identifiable, and retrievable.

## 15. SPECIFIC MANUFACTURING REQUIREMENTS

### 15.1 Circuit Card Assembly (CCA) & Printed Wiring Board Control (PWB)

For suppliers of PWB and applicable inspection criteria, refer to control document CD279006.01.8.300. This control document establishes the performance requirements for the manufacturing of PWBs for CAE. These requirements are in addition to the specifications IPC-6011, IPC-6012 and Mil-P(RF)-55110 as specified on the master drawing. Failure to conform to the requirements given in the control document shall be a valid reason for lot rejection.

### 15.2 Cable & Harness Manufacturing

All suppliers of cables or assemblies that incorporate cables shall comply with the requirements of the IPC-A-620 standard for cable and wire harness assemblies. This standard defines the acceptance criteria for the quality and reliability of the cable assemblies. The supplier shall have the capability to meet the IPC-A-620 requirements and shall provide evidence of this capability upon request by CAE.

## APPENDIX A - SAMPLING PLAN

### Scope

This appendix describes sampling plan tables and references. It is to be used in the planning phase to conduct proper inspections of parts. This sampling plan is based on the Standard ANSI/ASQC Z1.4.

### Sampling

Test samples shall be drawn from a lot or batch, being selected at random without regards to their quality; in such a manner to represent the entire production of the lot or batch.

Sampling size shall be according to the total number of parts or products delivered on the PO or WO.

### Inspection Levels

- Level S3 → Hardware (bolts, nuts, etc.).
- Level I → Standard off the shelf items.
- Level II → Raw material, manufactured parts, rubber extrusion, ply metal, glass products, minor system without TRD.
- Level III → Major Systems with TRD.

### Acceptable Quality Level

Please find below details and instructions regarding acceptance/reject of lots inspected.

“AC” → Accept lot if parts found defective in sample size are equal to or less than the number indicated.

“RE” → Reject lot if parts found defective in sample size are equal to or more than the number indicated. If in this situation, 100% of lot must be inspected and all rejected parts need to be reworked.

**Table 1:** Determining the Number of Permissible Acceptance/Rejection within a Sample Size

Taille du lot ou de la cuvée / Lot or batch size	Niveaux de contrôle général / General Inspection Level				Lettre code de l'échantillon/ Sample code letter	Taille de l'échantillon / Size of Sample	1.0	
	S3	I	II	III			AC	RE
2 à/to 8	A	A	A	B	A	2	0	1
9 à/to 15	A	A	B	C	B	3	0	1
16 à/to 25	B	B	C	D	C	5	0	1
26 à/to 50	B	C	D	E	D	8	0	1
51 à/to 90	C	C	E	F	E	13	0	1
91 à/to 150	C	D	F	G	F	20	0	1
151 à/to 280	D	E	G	H	G	32	1	2
281 à/to 500	D	F	H	J	H	50	1	2
501 à/to 1 200	E	G	J	K	J	80	2	3
1 201 à/to 3 200	E	H	K	L	K	125	3	4
3 201 à/to 10 000	F	J	L	M	L	200	5	6
10 001 à/to 35 000	F	K	M	N	M	315	7	8
35 001 à/to 150 000	G	L	N	P	N	500	10	11
150 001 à/to 500 000	G	M	P	Q	P	800	14	15
500 001 et/to plus	H	N	Q	R	Q	1 250	21	22
					R	2 000	21	22

## APPENDIX B - SPECIAL PROCESSES TEMPLATES

In this appendix, painting and welding verification templates are given in table 1 and 2, respectively. Those templates are provided just for reference.

**Table 1:** Painting Verification Template.

Résultats Inspection Peinture / Paint Inspection Results									
Numéro PO -- P/O Number									
Total pièces P/O -- Total parts on P/O									
Bon Travail CAE -- CAE W/O									
Qté échantillonage -- Sampling Qty									
Numéro Pièce -- Part Number									
Critère -- Criteria	Visuel / Visual	Épaisseur / Thickness	Lustre / Gloss	Visuel / Visual	Épaisseur / Thickness	Lustre / Gloss	Visuel / Visual	Épaisseur / Thickness	Lustre / Gloss
Référence -- Reference	MEI 12.1.3	(2-4 mills)	PPS	MEI 12.1.3	(2-4 mills)	PPS	MEI 12.1.3	(2-4 mills)	PPS
Pièce / Part #1									
Pièce / Part #2									
Pièce / Part #3									
Pièce / Part #4									
Pièce / Part #5									
Pièce / Part #6									
Pièce / Part #7									
Pièce / Part #8									
Pièce / Part #9									
Pièce / Part #10									
Pièce / Part #11									
Pièce / Part #12									
Pièce / Part #13									
Pièce / Part #14									
Pièce / Part #15									
moyenne									
Adhérence -- Adhesion (ASTM B3359) Ref -- MEI 12.1.3									
Dureté -- Hardness (ASTM D3363) Ref -- MEI 12.1.3									
Visuel / Visual	Cocher si conforme / Check if conforming								
Épaisseur / Thickness	Enregister valeur / Record value								
Lustre / Gloss	Enregister valeur / Record value								

**Table 2:** Welding Verification Template.

Date	W/O #	Contract #	Part #	Liste de vérification de soudage/ Checklist Welding Form																																													
Nom Superviseur Soudeur/ Welding Supervisor Name	1 :	2 :	3 :	Soudeur Structural Structural Weld	GMAW <input type="checkbox"/>	GTAW <input type="checkbox"/>																																											
Nom Soudeur / Welder Name	1 :	2 :	3 :	Soudeur Non-Structural Non-Structural Weld	GMAW <input type="checkbox"/>	GTAW <input type="checkbox"/>																																											
Soudeur / Welder	<b>Checklist: Pré-Soudage / Pre-Welding</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">élément Element</th> <th colspan="3">Soudeur Welder</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> </tr> <tr> <td>Est-ce que le <b>weldmap</b> (ou dérogation) est fourni? Is the weld map (or derogation) provided?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Est-Est-ce que la <b>WPDS</b> de soudure est fourni ? Is the welding WPDS available and approved and is it being used?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Le gaz protecteur est-il conforme à AR+0.03% NO Is Shielding gas compliant to AR+0.03% NO</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pour GMAW, le debit de gaz est de 30-40 CFH For GMAW, Is Gas flow rate 30-40 CFH</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pour GTAW, le debit de gaz est de 15-20 CFH For GTAW, Is Gas flow rate 15-20 CFH</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Si le préchauffage est requis, à 190 C Max If pre-heat is required is it at 190 C Max</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Procédures de nettoyage avant soudure (WPS/WPDS) Perform Cleaning procedures prior to welding (WPS/WPDS)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>NOTE : Il faut répondre à tous les questions avant de commencer la soudure</b> <b>NOTE: All questions must be answered before starting to weld</b></td> <td colspan="3"></td> </tr> </table>				élément Element	Soudeur Welder			1	2	3	Est-ce que le <b>weldmap</b> (ou dérogation) est fourni? Is the weld map (or derogation) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Est-Est-ce que la <b>WPDS</b> de soudure est fourni ? Is the welding WPDS available and approved and is it being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Le gaz protecteur est-il conforme à AR+0.03% NO Is Shielding gas compliant to AR+0.03% NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pour GMAW, le debit de gaz est de 30-40 CFH For GMAW, Is Gas flow rate 30-40 CFH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pour GTAW, le debit de gaz est de 15-20 CFH For GTAW, Is Gas flow rate 15-20 CFH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Si le préchauffage est requis, à 190 C Max If pre-heat is required is it at 190 C Max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procédures de nettoyage avant soudure (WPS/WPDS) Perform Cleaning procedures prior to welding (WPS/WPDS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NOTE : Il faut répondre à tous les questions avant de commencer la soudure</b> <b>NOTE: All questions must be answered before starting to weld</b>				<b>Checklist: Inspection Soudure / Welding Inspection</b>					
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<b>Vérification du superviseur de soudage / Welding Supervisor Verification</b>																																																	
Superviseur de soudage Welding Supervisor:	Name :	Date :			Signature :																																												
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## APPENDIX C – DEVIATION REQUEST FORM

DEVIATION REQUEST  
DEMANDE DE DÉVIATION

CONTRACT NUMBER NUMÉRO DE CONTRAT	1 WORK ORDER / PURCHASE ORDER BON DE TRAVAIL – NUMÉRO DE COMMANDE	2 DATE	3
RECURRING – SUSCEPTIBLE DE SE RÉPÉTER YES-OUI <input type="checkbox"/> NO-NON <input type="checkbox"/>			
4	5 MINOR - MINEUR <input type="checkbox"/>	MAJOR - Majeur <input type="checkbox"/>	6 CRITICAL - CRITIQUE <input type="checkbox"/>
PART NAME DESCRIPTION DE LA PIÈCE	7 PART REVISION RÉVISION DE LA PIÈCE	8 PART NUMBER NUMÉRO DE LA PIÈCE	9 AFFECTED PRODUCTION (QTY / PERIOD / SERIAL) PRODUCTION AFFECTÉE (QTE / PÉRIODE / SÉRIE)
10 EFFECT ON COST - EFFET SUR LE COÛT :			
11 EFFECT ON DELIVERY SCHEDULE - EFFET SUR LA CÉDULE:			
12 EFFECT ON LOGISTIC SUPPORT, INTERFACE OR OTHER – EFFET SUR LA LOGISTIQUE, INTERFACE OU AUTRE :			
13 EFFECT ON PERFORMANCE- EFFET SUR LA PERFORMANCE :			
14 EFFECT ON CONTENTS OF CONFIGURATION ITEMS – EFFET SUR LE CONTENU DE LA CONFIGURATION:			
15 DESCRIPTION OF DEVIATION REQUESTED – DESCRIPTION DE LA DÉVIATION DEMANDÉE :			
16 CAUSE OF DEVIATION – CAUSE DE LA DÉVIATION			
17 PREVENTIVE/CORRECTIVE ACTION (IF APPLICABLE) – ACTION PRÉVENTIVE/CORRECTIVE (SI APPLICABLE)			
18 PROPOSED ACTION – ACTION PROPOSÉE			
REQUESTED BY – DEMANDÉ PAR	20	ORGANIZATION – ORGANISATION	21
22 STATUS OF THE REQUEST – STATUT DE LA REQUÊTE (COMPLETED BY CAE – COMPLÉTÉ PAR CAE)			
<input type="checkbox"/> APPROVED – APPROUVÉ		<input type="checkbox"/> REJECTED – REJETÉ	
23 COMMENTS – COMMENTAIRES			
24 APPROBATIONS CAE			
ENGINEERING - INGÉNIERIE	QUALITY ASSURANCE - ASSURANCE QUALITÉ	CUSTOMER – CLIENT (if required/si requis)	
25 NCR number / Numéro de NCR :			