

TENDER SPECIFICATIONS

HT Special Metals Sagl

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1. Aim

These Specifications set out the minimum requirements that all suppliers must meet to ensure that the products and services supplied to HT SPECIAL METALS Sagl comply with the requirements of the EN 9100:2018 and EN 9120:2018 standards, the customer's contractual requirements and the applicable regulations.

2. This document applies to

- Raw materials
- Semi-finished products
- Machined components
- Surface treatments
- Heat treatments
- Mechanical machining
- Special inspections
- Calibrations
- Testing services
- Outsourced services

3. Quality Management System

The supplier must maintain a Quality Management System appropriate to the type of supply.

Where required by the Purchase Order, the Quality Management System must be certified in accordance with:

- EN9100
- EN9120
- ISO 9001

In the absence of third-party certification, the management system used by the Supplier must be formally approved by HT SPECIAL METALS Sagl.

4. Compliance with Technical Requirements

The supplier must fully comply with:

- Technical drawings
- Technical specifications
- International standards
- Customer requirements
- Statutory requirements
- Regulatory requirements
- Requirements of the Purchase Order

5. Product Safety

The supplier must implement appropriate measures to ensure product safety throughout all stages of supply.

In particular, the supplier must ensure (where applicable to the type of product/service supplied):

- risk identification;
- process control;
- prevention of contamination;
- prevention of damage to materials;
- proper storage;
- proper handling;
- training of relevant staff.

6. Prevention of Counterfeit Parts

The supplier must implement procedures to prevent the use or distribution of counterfeit products.

The following must be ensured:

- procurement from authorised sources
- verification of the authenticity of certificates
- full traceability
- retention of documentation.

7. Traceability

Every product must be fully traceable.

Traceability must include at least:

- manufacturer;
- batch number;
- Heat Number (where applicable);
- certificates (as required on the Purchase Order);
- date of manufacture;
- any rework.

Traceability records must be retained for 5 years.

8. Certificates

Where specified on the Purchase Order, the following must be provided:

- EN 10204 3.1 certificate
- Dimensional reports
- Test reports
- NDT reports
- Heat treatment certificates
- Surface treatment certificates
- Calibration reports
- Certificates of conformity

9. Special Processes

Special processes must be carried out exclusively by qualified organisations.

Where required, the following qualifications must be available:

- Nadcap
- Customer
- Prime Contractor

10. Change Management

The supplier must not make any changes without written authorisation to:

- materials;
- processes;
- critical suppliers;
- plant and equipment;
- software;
- production site;
- control methods.

Any change must be notified in advance to **HT SPECIAL METALS Sagl**, which must give its written authorisation.

11. Subcontracting

The supplier undertakes to carry out the work as required at its own premises. Any outsourcing of work, even in part, to third parties must be agreed in writing with **HT SPECIAL METALS Sagl**. In the event of non-compliance with this clause, **HT SPECIAL METALS Sagl** reserves the right to consider the order cancelled and to source the materials for the supply from elsewhere. The supplier is responsible for its own subcontractors. It must ensure that all the requirements of these Specifications are passed on throughout the entire supply chain.

12. Non-conformity

The supplier must immediately notify HT SPECIAL METALS Sagl in the event of:

- non-conforming products;
- suspected non-conformities;
- loss of traceability;
- incorrect certifications;
- risk of non-compliant delivery.

No deviation is permitted without written authorisation.

13. Right of Access

HT SPECIAL METALS Sagl, the end customer, the certification bodies and the competent authorities have the right to access, subject to prior agreement, the following:

- facilities;
- production departments;
- laboratories;
- documentation;
- records;
- processes.

Relating to the product/service activities commissioned to the Supplier (or its sub-supply chain where applicable)

14. Retention of records

Unless otherwise specified in the contract, records must be retained for at least 10 years.

Where requested by the end customer, the contractually stipulated retention period must be observed.

15. Competence of personnel

The personnel involved must be competent and adequately trained in relation to:

- quality;
- product safety;
- human factors;
- prevention of counterfeit parts;
- traceability.

16. FOD Prevention

Measures must be taken to prevent the presence of Foreign Object Debris/Damage (FOD) during production, storage, handling and dispatch.

17. Packaging

Products must be packaged in such a way as to prevent:

- corrosion;
- contamination;
- deformation;
- damage;
- loss of identification.

18. Supplier Performance

HT SPECIAL METALS Sagl periodically monitors supplier performance based on indicators such as:

- quality of supplies;
- timeliness of deliveries;
- complaints;
- management of non-conformities;
- promptness of responses;
- effectiveness of corrective actions.

The results of this monitoring will be sent to the Supplier annually, together with requests for corrective actions should performance fail to meet the required standards.

19. Inspection of goods

The mere physical receipt of the goods by the unloading staff does not constitute acceptance of the goods. Final acceptance remains subject to subsequent verification of the condition, quantity and quality of the goods.

This verification is the exclusive responsibility of the Quality and Laboratory Department of HT SPECIAL METALS Sagl, whose formal judgement shall be final and binding on the Supplier.

20. Prohibition on Assignment

This order is not assignable. It is expressly agreed that the claim arising from this supply may not be assigned or delegated in any form.