VERTICAL

SUPPLIER QUALITY REQUIREMENTS

PRO-0015

SUPPLIER QUALITY REQUIREMENTS

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1. Issue Record

ISSUE	DATE	AUTH
1	29/01/2021	SB
2	8 Mar 22	CS
3	16/1/2023	SC

Note: This document is updated as a whole and not as individual pages

2. Contents

3. PURPOSE

The purpose of this document is to inform suppliers to Vertical Aerospace Group Limited or any of its affiliates or subsidiaries (collectively "**VA**"), of those quality requirements that suppliers must adhere to when supplying goods or services to VA. The document will form part of the Contract.

Suppliers will, on or before starting work, be given a classification specific to the nature of the work they are contracted to provide VA. Suppliers will be informed of their classification in writing, either via the Contract (including the statement of work) or otherwise. If the supplier has not been given a classification then they are required to get in touch with the VA quality team at quality@vertical-aerospace.com to receive confirmation of their classification.

The classification given to the supplier's work under the contract will inform those systems, approvals, certifications, accreditations, registrations, processes and procedures the supplier will be required to obtain and maintain or to use in performing the work for VA as well as what ancillary information, documentation and support the supplier will be required to provide to VA throughout and after its performance of the Contract.

The requirements applicable to the supplier (as determined by the Supplier's classification) must be at the latest applicable standard revision. The supplier commits to flow-down these requirements down throughout its own supply chain.

4. SCOPE

The requirements of this document are complimentary and additional to any other requirements that supplier must adhere to in accordance with the Contract.

4.1. Reference Documents

Ref.	Process / Doc. Reference	Process / Document Title
[1]	ISO 9001	Quality Management Systems - Requirements
[2]	AS 9100	Quality Management Systems – Requirements for Aviation, Space and Defence Organisations
[3]	AS 9120	Aerospace Requirements for Stockist Distributors
[4]	ISO 17025	General requirements for the competence of testing and calibration laboratories
[5]	ISO 27001	Information Security Management System
[6]	IATF 16949	International Standard for Automotive Quality Management
[7]	AS 9102	Aerospace First Article Inspection Requirement
[8]	CAA Part 21G	Production Organisation Approval
[9]	CAA Part 21J	Design Organisation Approval
[10]	NADCAP	National Aerospace and Defence Contractors Accreditation Program
[11]	POL-0008	Supplier Code of Conduct
[12]	FOR-0024	PFMEA and Control Plan Template
[13]	ED-202	Airworthiness Security Process Specification
[14]	ED-203	Airworthiness Security Methods and Considerations
[15]	ED-204	Information Security Guidance for Continuing Airworthiness
[16]	DO-178C	Aviation Software – Software Development Security

4.2. RACI

Process	Supplier	Vertical Aerospace Group Ltd		
		Head of Supply Chain Operations	Head of Quality	Head of Information Technology Delivery
Ensure effective implementation of their process & related documentation	A, R	I	C	C
Perform audit(s)	C*	I	A, R	I
Take appropriate action(s) to address nonconformity	A, R	I	C	I
Evaluate effectiveness of corrective action(s) taken.	I*	C	A, R	I
Information Technology security needs to be addressed	A, R	I	I	C

Note: the Supplier will also be expected to perform its own audits (including under a delegation by VA) and evaluate the effectiveness of the corrective actions taken – as part of their accountability and responsibility for ensuring "effective implementation of their process & related documentation"

5. ACRONYMS / DEFINITIONS

Acronym	Definition
AVL	Approved Vendor List
CAA	Civil Aviation Authority
CofC	Certificate of Conformance/Conformity
Contract	The contractual arrangement between VA and the supplier under which the supplier is supplying goods and/or services
COTS	Commercial Off the Shelf
DO	Design Organisation
DOA	Design Organisation Approval
DO-PO	DOA-POA Arrangement
CAA	European Union Aviation Safety Agency
CAA Form 1	European Union Aviation Safety Agency – Release Certificate
COSHH	Control of Substances Hazardous to Health
FAA	Federal Aviation Administration
FAA Form 8130-3	Federal Aviation Administration – Release Certificate
FAI	First Article Inspection
FAIR	First Article Inspection Report
H/W	Hardware
IAQG	International Aerospace Quality Group
IAQG-OASIS	International Aerospace Quality Group – Online Aerospace Supplier Information System (IAQG - OASIS)
ISO	International Organisation for Standardisation
LOP	Life Of Product
NCR	Non-Conformance/Conformity Report
P/N	Part Number
PO	Purchase Order
POA	Production Organisation Approval
QCP	Quality Control Plan
RACI	Responsible, Accountable, Consulted, Informed
SQA	Supplier Quality Assurance
S/W	Software
VA	Vertical Aerospace Group Ltd
VMS	Vertical Management System

6. CONTEXT OF THE ORGANISATION

6.1. Supplier Approval Status

To the extent that this document or the contract specifies that the work to be performed by the supplier requires any form of approval, certification, accreditation or registration and such approval, certification, accreditation or registration is given to a specific location (whether street address specific or building specific), then the supplier may only perform the work in that location.

If requested by VA, the supplier shall appoint a member of their team as the principal link between the supplier and VA's quality team. Such person shall be suitably authorised, skilled, qualified and experienced to discuss all technical matters relating to the quality of goods or services submitted to VA.

Suppliers agree that VA (or any certification authority) may perform periodic audits, including in-person audits at any premises where the work is being performed at or controlled form, in all cases to the extent necessary to verify continued compliance to the requirements of this document. VA may require the supplier to provide supporting information and results (e.g., certification and assessment results, approvals held, audit reports, nonconformity report(s)) to VA on request. Where possible, electronic access to this information via the IAQG OASIS is preferable. Where not possible, electronic copies of the requested information can be supplied.

At any time VA, at its sole discretion, may revise the approved status of the supplier or sub-tier supplier and may take any of the following actions:

- apply an 'under-review' status to the supplier; or
- remove the supplier's approved status.

In making such a decision, any criteria deemed relevant may be considered, including:

- the supplier's quality and delivery performance;
- a failure to respond to, or late or unsatisfactory responses to, nonconformity reports or corrective action(s);
- any reasonable suspicion that the supplier has breached the requirements of this document;
- a change in the supplier's design, manufacturing or processing capability;
- a change in the locations the supplier conducts its manufacturing or design activities;
- unsatisfactory audit results;
- a breach of the Supplier Code of Conduct Policy [11]; and
- safety or security concerns or issues.

Being placed 'under review' has the following consequences:

- production and deliveries on existing contracts may continue, however, no new tender or contracts can be placed with the supplier/sub-tier supplier,
- the supplier or sub-tier supplier must implement a corrective action plan, or an improvement plan approved by VA, as well as submit a follow-up status report as agreed by VA,
- VA may increase the frequency of its audits.

If the supplier's 'approved' status is removed, subject to the contract, VA may immediately terminate, suspend or cancel the supplier's contract and/or any outstanding orders and/or stop or suspend the placing of new orders.

6.2. Change to Supplier's Organisation

A supplier must notify VA of any organisational changes that have the potential to affect its performance under the contract and in particular its quality performance, including any material changes to:

- its organisational structure (including any name change, internal restructuring, mergers, acquisitions or disposals etc.);
- the locations where it performs (or has quoted performing), any design, software development or manufacturing activities for VA;
- those design, software development or manufacturing it processes it uses in respect of any work it performs (or has quoted to perform) for VA;
- its Accountable Manager, Quality Manager, Program Manager, or any other senior management positions – that are relevant to any work it performs (or has quoted to perform) for VA;
- its approvals (and any associated systems used) (i.e.: Aerospace standards, regulatory authorities, NADCAP, ISO);
- any permits, certification or other approvals relevant to those facilities where it performs (or has quoted performing) any manufacturing activities for VA;
- its Enterprise Resource Planning (ERP) system (e.g. SAP, INFOR);
- the Engineering system(s) (e.g. Catia, NX, Ansys. etc) it uses in respect of any work it performs (or has quoted to perform) for VA;
- the Manufacturing Execution System (MES) (e.g. SAP, Solumina, Siemens etc) it uses in respect of any work it performs (or has quoted to perform) for VA.

The notification must describe the nature of the change including:

- a brief explanation as to why the changes are being made;
- any relevant dates or timescales for the changes; and
- an assessment of the impact of such changes on the supplier's performance of any work for VA (including quality and logistics).

6.3. Supplier Classification

Table 4.3.1 'Supplier Classification & Requirements Matrix', outlines:

- the QMS/approvals required for each type of supplier (unless otherwise advised in writing by VA): and
- which paragraphs of this document are applicable to that type of Supplier.

NOTE: Although management system requirements are defined for each supplier classification, under exceptional circumstances and only where there is no safety risk present, VA reserves the right to accept suppliers that do not meet these. This will require prior written approval by VA.

NOTE 2: The Software Supplier classification in the Table below is additional to the reqirements imposed by other classifications. I.e. if a supplier is classified as a design/make supplier and it also supplies software as part of its offering (whether integrated into its products or not) – then it must adhere to the requirement for both classifications.

TABLE 4.3.1. SUPPLIER CLASSIFICATION AND REQUIREMENTS MATRIX			
Type	**Definition**	**Approval(s) Required**	**Paras of this document that are applicable**
Design / Make Suppliers	All suppliers who design and manufacture products that the supplier knows (or should reasonably know) will be fitted to an aircraft or support products that will be fitted to an aircraft (such as test benches, tooling etc) must have: Additionally Design/Make suppliers of certified aircraft parts, equipment and appliances must have: Additionally Design/Make suppliers of non-certified aircraft parts, equipment and appliances must have:	one or more of (AS 9100, IATF 16949, ISO 9001 or NADCAP) Design Organisation Approval i.a.w. CAA Part 21 J (Design) or equivalent from the FAA or EASA Production Organisation Approval i.a.w. CAA Part 21G (Production) or equivalent from the FAA or EASA. CAA TSO (or EASA or FAA equivalent), unless pre-agreed in writing by an authorised VA quality representative.	All sections except : 8.6.6 & 8.6.8
Make to Print Suppliers	A "Make to Print" supplier that manufactures products, tests, or performs special processes including production of equipment items, assemblies, subassemblies, standard parts, tooling, or 3rd party software and hardware components, in accordance with VA engineering specifications and/or drawings or under VA Design Authority. Additionally for suppliers in this category of certified aircraft parts and equipment must have:	AS 9100, NADCAP and, for any testing in support of production activities, ISO 17025 Production Organisation Approval i.a.w. CAA Part 21G	All sections except: 8.6.6 & 8.6.8 & 8.6.10 NOTE: 8.6.4 is also exempted but only for non POA organisations
Design Sub contractors	All suppliers who design but do not manufacture products that the supplier knows (or should reasonably know) will be fitted to an aircraft or support products that will be fitted to an aircraft (such as test benches, tooling etc) must have: Additionally Design Sub-contractors of certified aircraft parts, equipment and appliances must have: Additionally Design Sub-contractors of non-certified aircraft parts, equipment and appliances must have:	One or more of (AS 9100, IATF 16949, ISO 9001 or NADCAP) Design Organisation Approval i.a.w. CAA Part 21 J (Design) or equivalent from the FAA or EASA CAA TSO (or EASA or FAA equivalent), unless pre-agreed in writing by an authorised VA quality representative	All sections except: 8.5 (in toto) & 8.6.4 & 8.6.6 & 8.6.7 & 8.6.8
Software Suppliers	These requirements apply to all software suppliers – and are additional to any other requirements listed eleswhere on this table.	DO-178, ED-201, 202, 203	All sections except: 8.5(in toto) & 8.6.10
Distributors	For suppliers who store and resell the following items as new for installation or use in aircraft: • Raw materials • Products • Parts • Various manufactured articles, and don't design or manufacture such items themselves.	AS9120	All section except: 8.5(in toto) & 8.6.4 & 8.6.6 & 8.6.7 & 8.6.8 & 8.6.10
COTS Supplier	For suppliers of commercial off-the-shelf goods. The definition of commercial-off-the shelf goods in this context are goods that: • are not specifically designed or produced for use as an aeronautical product; • are made to a specification or catalogue description and marked under an identification scheme of the maker); and • VA intend to install on an aircraft but the the failure of which does not adversely affect the continued safety flight, take-off and/or landing of the aircraft. If in doubt – please ask VA quality (at quality@vertical-aerospace.com) for confirmation as to whether the relevant goods are classified as commercial-off-the shelf for the purposes of this document.	As per contract requirements	All except: 8.3 & 8.5 (in toto) & 8.6.4 & 8.6.8 & 8.6.10

TABLE 4.3.1. SUPPLIER CLASSIFICATION AND REQUIREMENTS MATRIX			
Type	**Definition**	**Approval(s) Required**	**Paras of this document that are applicable**
Indirect Suppliers	A supplier providing products or parts or services intended for aerospace business but not to be installed on an aircraft (or captured by the definition of design/make or make to print suppliers as set out above).	As per contract requirements.	All sections except: 8.3 & 8.5 (in toto) & 8.6.4 & 8.6.6 & 8.6.8
MRO Supplier	A supplier who repairs, maintains, or overhauls: • In service aircraft, • In service aircraft components	AS9110, Regulatory Authority Approval e.g. CAA Part M Approval, and access to a CAMO (continuous airworthiness maintenance organisation) approved by the CAA (or the FAA or EASA).	All sections except: 8.5 (in toto) & 8.6.6 & 8.6.8
Prototype	A physical embodiment of a Design Data Set used for the purpose of evaluating or testing, in order to generate certification data for a product (where such product is already certified by the CAA and a type certificate exists). Prototype Manufacture: • Any non-conformities arising shall be controlled in accordance with the normal processes used in production e.g; Concessions or DQNs • In acceptance of any manufacturing non-conformities on prototype articles, VAGL shall take into account the intended tests, and validate the non-conformity will have no appreciable effect on the results of the tests. Prototype Acceptance: • VAGL shall confirm adequate conformity to the prototype Design Data Set, and that each prototype article is correctly identified in its Form 1. VAGL shall then counter-sign the Form 1, in accordance with Part **21.A.130(d)**, where the production organisation does not hold the appropriate approvals (**Subpart F**). In order to control these activities, as required by **21.A.33(c)**, the Office of Airworthiness shall verify the conformity of each test specimen, test equipment and measurement equipment, using **FOR-0195 Test Specimen Statement of Conformance**. The following shall be verified: o materials and processes adequately conform to the specifications for the proposed type certificate, o parts of the products adequately conform to the drawings in the proposed, o the manufacturing processes, construction and assembly adequately conform to those specified in the proposed type certificate; and o the test equipment and all measuring equipment used for tests are adequate for the test and are appropriately calibrated. • Specific instructions for inspection and acceptance of conformity of prototypes to be used for testing shall be given in each test plan. Additionally, the test plan shall include instructions for any further preparation of the prototype specimens prior to testing, and for the ultimate retention or disposal of the prototype test articles.	**Prototype Manufacture** An agreement on the construction of prototype articles shall be included within the DOA/POA agreement drawn up as required by: - **AMC No.1** to **Part 21.A.122** where the production organisation does not hold the appropriate approvals (**Subpart F**) ,and - **AMC No.1 to Part 21.A.133** for production organisation approval holders (Subpart G). **Prototype Acceptance** The production organisation must provide an EASA Form 1 which clearly identifies each prototype article, - in accordance with **AMC No.2 to Part 21.A.130(b)** where the production organisation does not hold the appropriate approvals (**Subpart F**) and - **AMC No.2 to Part 21.A.163(c)** for production organisation approval holders (**Subpart G**).	All sections except: 8.5 (In toto) & 8.6.4 & 8.6.6 & 8.6.8

7. SUPPORT

7.1. Requirements of Documented Information

The supplier must maintain quality records including, but not limited to engineering, manufacturing and quality data. In respect of record retention:

- all except indirect suppliers, the records shall be retained for as long as the applicable aircraft type to which the supply relates has an active type certificate (life of type); and
- for indirect suppliers, the records shall be retained for at least ten years,

in each case, unless otherwise specified in the Contract. The supplier must impose this requirement on their sub-tiers.

On VA's request, the records/data must be translated and made available in English language. The suppliers' native language is accepted for original records.

Where the records (and manuals) are stored on electronic media, the supplier shall ensure that a periodic backup is prepared and kept up to date (including version history and back-up versions) and that the electronic programs used have characteristics of protection (contained information cannot be altered).

Electronic backups shall be stored in servers physically separated to ensure business continuity and document retrieval should the need arise. Periodic testing of backup data to validate readability is required.

7.2. Competence

It is the supplier's responsibility to ensure that any personnel performing the supplier's scope of work under the contract (whether under a subcontract or otherwise) are appropriately skilled, qualified, and experienced for the work to be performed.

The supplier must, on VA's request, provide VA with a copy of its competence management procedures and any other evidence requested by VA to confirm that its personnel are sufficiently skilled, qualified and experienced.

7.3. Control of Documented Information

The supplier shall ensure that revisions of methods, standard operating procedures, specifications, work instructions and any other revision-controlled documents required to manufacture products are implemented in a timely manner from the date the revised documentation is published. A record of revision history shall be maintained. Unless otherwise specified in the contract, no documented revision history is required for non-technical documentation.

8. OPERATION

All suppliers shall maintain and control processes for ensuring its personnel are aware of the critical importance of product safety, and accordingly the importance of:

- product or service conformity,
- ethical behaviour; and
- where a management system certification has been identified as a minimum requirement, the contribution that management system will make.

8.1. Configuration Management

8.1.1. Prevention of Counterfeit Articles

The supplier shall plan, implement, and control processes appropriate to the organisation and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to VA.

8.2. Control of Work Transfer

Except where the Supplier's contract with VA provides otherwise, the supplier must notify VA as soon as practicable and at least six months in advance of any transfer, or plan to transfer, operations (e.g. internally, from one facility to another, or externally, to a sub-tier supplier). Such a notice must be in writing and sent to both the supplier's contract authority and to quality@vertical-aerospace.com. The notice must contain a detailed transfer plan addressing as a minimum:

- a description of the new location;
- a list of parts involved in the transfer;
- a timeline and plan for each step in the transfer including:
    - a production stop date at the original site;
    - details of equipment (or competencies) movement;
    - details of when and how the new location will be set-up;
    - a list of VA controlled specifications to be performed;
    - details of the re-calibration of equipment and tooling;
    - details of any relevant personnel training and certification;
    - the Last Article Inspection plan (old location);
    - the First Article Inspection plan (new location); and
    - the risk assessment and mitigation plan.

The supplier will promptly provide VA with any other information requested by VA with respect to the operational details of the transfer.

The supplier's approval status will be re-evaluated, and additional measures may be requested if the change puts pressure on the VA program.

8.3. New Product Development

The VA program may impose additional project-specific quality requirements during design and development projects. These requirements will be developed as specific project requirements and may be published as:

- quality requirements documents;
- program directives;
- certification plans;
- conformity plans; or
- in another appropriate form

These quality requirements, once published, will be communicated to the supplier in writing by the contract authority.

8.4. Sub-tier Management

Suppliers working to VA program contracts and/or to VA drawings and/or specifications must refer to Sources of Supply, to determine which sub-tier sources of supply are acceptable. Please contact suppliers@vertical-aerospace.com for more information.

8.5. Production and Service Provision

8.5.1. First Article Inspection (FAI) and Report (FAIR)

The supplier will inform VA in writing as to when it intends to conduct the FAI and will subsequently inform VA in writing of any changes to this date.

The supplier will prepare a formal FAIR for the first production example of each part and sub-assembly part number. The FAIR will be prepared in accordance with the latest issue of the AS9102 process and report requirement standard. The FAIR must include the actual mass of the part.

Kits also require a FAIR. A kit FAIR consists of:

- the actual configuration (kit number);
- a list of all detail parts and/or sub-assembly part numbers included in the Kit;
- a FAIR, in accordance with AS9102, for each detail part and/or sub-assembly part number and the required quantity; and
- all hardware part numbers including the lot number and the required quantity.

Kit FAIR's should include, at a minimum, the following critical features:

- the drawing revision level of each detail printed into the kit on the parts list,
- a CofC or, where a CofC does not exist, Form 2 of AS9102 with a list of all raw materials used ,
- a confirmation, together with supporting evidence, that the supplier has appropriately measured and tested the product to confirm it fully meets the requirements of the contract.

FAIRs must be submitted electronically. Unless otherwise agreed in writing by VA, the FAIR must be submitted as soon as practicable after the completion of the FAI, and in any event, at least five working days before the shipping date.

8.5.2. Inspection

If VA indicate to the supplier that they intend to attend the FAI or otherwise wish to inspect a product before its shipment, the supplier will keep Vertical informed as to any relevant dates and changes to those dates and will make all reasonable endeavours and adjustments to accommodate VA's availability.

8.5.3. Production Part Approval Process (PPAP)

All suppliers must submit a request for product approval to VA for all parts before starting serial production (except COTS parts or parts identified by VA as 'Standard Parts'). All such production approval requests must include the following:

1. the product's Design Records;
2. the Design Risk Analysis (DFMEA);
3. a manufacturing/design Process Flow Diagram;;
4. the Process Failure Mode and Effects Analysis (PFMEA);
5. a process Control Plan;
6. detail on how the supplier will be packaging, preserving and labelling products;
7. the supplier's proposed Measurement System Analysis (MSA);
8. any Initial Process Studies;
9. the First Article Inspection (FAI) Report;
10. master samples for cosmetic parts;
11. an appearance approval report (AAR) for cosmetic parts;
12. any qualified laboratory documentation; and

13. a PPAP Approval checklist (to be signed by the supplier and VA's authorised quality representatives) confirming the production approval requirements have been submitted correctly.

8.5.4. Validation and Control of Special Processes

Suppliers must advise VA as soon as practicable via quality@vertical-aerospace.com if there is any material change to the processes, equipment, location(s) or key personnel used to manufacture or assemble the goods (or any part of the goods) to be delivered under the contract or if the supplier intends to make such a change. Such a change could include:

- the introduction or removal of any equipment used in the process;
- the relocation of any part of the manufacturing process;
- a reduction in the number of suitably qualified and experienced personnel working within the process; or
- a change to the process itself.

In assessing whether a change is material the supplier should consider whether it could have an effect on the quality of the output. If in doubt the supplier should consult VA via quality@vertical-aerospace.com.

Any change that will (or may potentially) involve a change to the aircraft's type certificate will need to be conducted in accordance with PRO-120 (Management of Change to Type Certificate), a copy of which is available from quality@vertical-aerospace.com on request.

8.5.5. Identification and Traceability

Serial Numbers (S/N)

Serial number allocation will be defined in the design drawings and the Supplier will be instructed on how to allocate them by VA. Serial numbers, once allotted to an item, must not be changed.

Software Identification

Suppliers shall ensure appropriate version control is applied and traceable on all software deliveries, inclusive of software "drops".

Safety Hazard and Prohibited Material

If an article is a safety hazard (e.g., lithium batteries, beryllium copper etc), the supplier must provide clear identification, instruction for usage, control, training, and disposal in accordance with National and International standards. Material Safety Data Sheets (MSDS)'s) must be provided for chemical products.

8.6. Release of Products and Services

8.6.1. Documents Required with Shipment

The supplier must provide the documentation below. Unless otherwise stated, all required supplier documentation is to be sent via soft copy, before receipt of shipment. The only exception that must remain in hard copy (and sent with the physical shipment itself) is the packing slip, to be fixed to the outside of the packaging of each shipment.

Requirement	Design / Make	Make to Print	Design Subcontractor	Software Supplier	Distributor	COTS	Buyer Furnished Equip.	Indirect	MRO	Prototype
Packing Slip	x	x	x	-	x	x	x	-	x	x
Supplier Certificate of Conformity [Note 1]	x	x	x	x	x	x	-	-	x	x
Authorised Released Certificate (Form 1) [Note 1]	x	x	-	-	-	-	-	-	-	-
New or repeated First Article Inspection Report	x	x	x	-	-	-	-	-	-	-
A logbook is required for lifed components. **[Note 2]**	x	x	-	-	-	-	-	-	-	-
Test report(s) from manufacturer or from an approved independent testing laboratory for raw material and hardware. (Required as applicable in relation to manufacturing and/or procuring specification).	-	-	x	x	-	-	-	x	-	x
Any applicable Nonconformity Report(s) with disposition	x	x	x	x	x	-	-	x	x	X
Safety Data Sheet (SDS) is required with each shipment of COSHH items.	-	-	x	-	x	x	x	x	-	-
Rework Report	x	x	-	-	-	-	-	-	-	x

NOTE 1: When an Authorized Release Certificate is required (see paragraph 8.6.4 below), a CofC is not required.

NOTE 2: Any inspected, tested, repaired, rebuilt, altered, or modified lifed component must be returned with the original logbook which, as a minimum, includes the following:

- details of all work carried out including:
  - any changes made to Life-Limited parts;
  - any changes made to serialized parts;
- a record of Service Bulletins compliance and/or incorporation;
- a record of Airworthiness Directives incorporated; and
- test data/results regarding suitability for return to service.

8.6.2. Packing Slip

The items listed below must be included on the packing slip:

1. the “Ship From” address (supplier name and address);
2. the “Ship To” address;
3. the Purchase Order number;
4. the relevant Part numbers;
5. the shipment quantity;
6. the relevant unit of measure;
7. mass;
8. all serial numbers for the items;

   Fields (8)-(13) are required if they exist and/or if requirement of Purchase Order,

9. waybill number;
10. details of Carrier.

8.6.3. Certification of Conformance (CofC)

Unless 8.6.4 below applies, the supplier must provide a CofC stating the products and/or parts (including any Loadable Software Aircraft Parts and any other software) conform to applicable drawings and/or specifications as required by the contract.

The CofC must include all detail relevant to enable the configuration of the part or product to be identified i.e. its part number or, with regards to software, its version number.

Only authorised supplier quality personnel may sign the CofC (quality stamp and initials are acceptable). Electronic signature (via Docusign or Adobe sign) is acceptable.

All items listed below must be included on the CofC:

1. the supplier's name and address;
2. the Purchase Order (PO) number and revision;
3. the part number (and software version number for software);
4. the quantity delivered;
5. the technical definition as indicated on the Purchase Order;
6. a statement specifying, where applicable, that the products and/or parts:
    a. have been tested in accordance with the requirements of the contract; and/or
    b. meet the agreed specification(s);
7. the Serial number (or for VA identified 'Standard Parts', a batch number if a serial number does not exist);

    Fields (8) – (13) are required if they exist or if they required by the contract:

8. the shelf-life date;
9. the nonconformity number (where raised by the supplier),
10. the concession approval number (as granted by VA);
11. a clear indication if the article is or contains a safety hazard during handling;
12. unit of measure.

8.6.4. Authorised Release Certificate (EASA / CAA Form 1 / FAA Form 8130-3)

When a supplier is a Production Approval Holder (POA) or equivalent approval holder in compliance with current local Regulatory Authority Approval (i.e.: CAA) regulations, the supplier will provide an Authorized Release Certificate. The POA is responsible for ensuring each product and part conforms to its approved design and is in a condition for safe operation.

When an Authorized Release Certificate is provided, a CofC is not required.

8.6.5. Instructions for Continued Airworthiness (ICA)

Excluding for VA identified 'Standard Parts', all parts and assemblies supplied for direct use on aircraft shall be accompanied by either:

- a formal statement from the supplier that no ICA apply to the part or;
- the appropriate documents (ICA) to fully support the part or equipment throughout its service life.

8.6.6. Transfer of Software or Software Components

The supplier will conform to any data transfer requirements (use of portals) etc, reasonably required by VA.

8.6.7. Re-work Report

Inspected, tested, overhauled, repaired, no fault found, adjusted or reworked products, parts and software must be returned with a re-work report, including the following information, (and any other information required by Regulatory Authority regulations (i.e. CAA)):

1. a summary of work performed, including any minor adjustments made;
2. a summary of the repairs;
3. a list of replaced parts/code(programming);
4. details of any alteration made;
5. details of any tests performed; and
6. details of/a list of, approved documentation used (including maintenance manuals, service bulletins, approved drawings etc).

'*rework*' is the act of reprocessing non-complying product (hardware or software), using original or alternative equivalent processing, in a manner that assures compliance of the product with the applicable drawings or specifications.

In all instances, a Nonconformity Report must accompany a Strip report and address the following:

1. a description of the failure/event leading to the nonconformity;
2. a summary of the analysis/activities undertaken to determine root cause;
3. details of any corrective action taken / to be taken to eliminate risk of recurrences;
4. a containment plan for product(s) or article(s) that remain at risk of failure;
5. an analysis of the risk of the failure or an event occuring in similar product lines; and
6. a list of in-service actions, if applicable.

8.6.8. Software Delivery

Suppliers of software shall operate and apply a process for the inspection, verification, and documentation of the software to ensure that all software to be delivered to VA meets VA's requirements and can be consistently reproduced. The supplier shall provide this process (and any update or amendment to it) to VA on VA's request.

The supplier will, on VA's request, provide VA with evidence to demonstrate that:

1. the deliverable object code can be recreated from the source code;
2. any software requirement deviations are recorded and approved;
3. each software item was tested (and passed) in accordance with requirements;
4. traceability exists of the final software item;
5. the source code is identified and under configuration control;
6. each software item has been correctly identified, virus checked and free from corruption; and
7. the software development environment is secure and under constant surveillance, procedures are in place for rapid response to security events or breaches with immediate notification to VA.

Points (1)-(7) may be met through the software lifecycle or during Design Reviews.

In addition, the Supplier will, on delivery of the software (in addition to the CofC), provide:

1. a software release note with:
    a. a list of included features
    b. a listof included bug fixes
    c. a list of limitations and known deficiencies

   d. installation and associated instructions/documentation (or a reference to where they can be found and accessed); and
2. a means to allow for detection of corruption/authenticity in the software release (e.g.a provided build CRC (cyclic redundancy check which could be validated against a CRC of the binary artifact)
3. where appropriate, a means to verify that the software release has come from the appropriate source (e.g. certification of a chain of trust with an external supplier)

8.6.9. Packaging

Packaging must be safe (with any handling requirements clearly identified) and conform to contractual requirements or, in absence of specific contractual requirements, good industry practice. Additionally, without limiting the supplier's obligations as set out in the previous sentence, the supplier must pursue maximum reuse and recycling of materials (target 100% where possible).

8.6.10. REACH Regulation and Environmental Aspects

Any product or packaging delivered to VA should be free of any Substances of Very High Concern (SVHC) listed in the "Candidate List" issued by European Community Chemical Agency (ECHA) as per Regulation (EC) No 1907/2006 (REACh).

8.7. Control Nonconforming Outputs

This supplier must immediately notify VA on any nonconformity it is aware of (whether it affects items supplied by VA to the supplier to work on or items supplied or to be supplied to VA (or its nominees) by the supplier) as soon as possible:

- verbally; and
- by sending VA a non-conformity disclosure letter (with a copy to both quality@vertical-aerospace.com and the supplier's usual point of contact within both the VA purchasing and engineering teams) in accordance with the requirements below.

All non-conformity disclosure letters must include, as much of the below as is available at the time of the initial notification:

1. a clear description of the nonconformity;
2. the potential impact on aircraft safety, if known;
3. affected (or potentially affected) aircraft programs, part number(s) and serial numbers (and any other relevant identification numbers, such as lot numbers, batch numbers etc));
4. the PO numbers applicable to deliveries of the relevant parts,
5. the shipping date, manufacturing date and shipping address for each suspected item;
6. the short-term corrective action the supplier proposes to to take (containment plan), including replacement parts availability (schedules), recovery plan and the effected population of items (identified by serial number and, where available, batch/lot number, manufacture date);
7. the outcome of any root cause analysis activities;
8. the statistical safety risk analysis (e.g., major components, structures that are proprietary vendor design parts/components);
9. the proposed inspection procedure and, when approved by VA and completed, the resulting test data sheets along with acceptance criteria, as required;
10. the proposed corrective action implementation plan (plus any updated on the enaction of the plan);
11. long-term corrective action must include details and schedules (provide evidence),
12. the supplier's draft service bulletin (where applicable); and

13. reworked or repaired parts under disclosure letter and returned to VA facilities must have a unique identifier. Marking shall be permanent. Identifier and marking must be agreed to by the supplier and VA.

As and when any material progress is made in respect of any nonconformance investigation, the disclosure letter should be updated and reissued to reflect such progress.

At any time the supplier may be requested to:

- provide more information on a nonconformity;
- propose a disposition on a nonconformity (where applicable, this may include the supplier requesting a concession);
- modify a disposition that the supplier had previously proposed on a nonconformity; or
- for Level 3 nonconformities (as identified below) only: approve / reject a disposition on a nonconformity,

VA's decision regarding the Nonconformity disposition (including – as for Level 3 nonconformities, whether the supplier is to approve or reject the nonconformity disposition itself), will be notified to the supplier by VA.

The table below classifies the types of nonconformities and the applicable timescales for action.

Category	Level 1 - Major	Level 2 - Minor	Level 3 - OFI
Description	Evident and objective non-conformity with respect to the requirements of the applicable standards and/or procedures that will have a potential impact on a safety and/or contractual requirement; corrective and containment action shall always be required.	Evident and objective non-conformity with respect to the requirements of the applicable standards and/or procedures that is not classified as Level 1; corrective and containment action shall always be required.	Isolated non-conformity with respect to the requirements of the applicable standards and/or procedures that is not classified in the preceding Levels; only containment action shall be required.
Report to VA	Within 24 hours.	Within 72 hours	Within 72 hours
Containment Action	Maximum 3 working days	Maximum 21 working days	Maximum 21 working days
Corrective Action Closure	Maximum 15 working days	Maximum 75 working days	N/A