

## INFORMATION PACK

For Suppliers of Tooling

# Principles of offer's preparation

Offers for Tooling for EME Aero should be prepared based on the following instructions:

- The supplier prepares offers on the basis of available technical documentation.
- Potential questions, noted inaccuracies or relevant remarks to the technical documentation should be reported and consulted with EME Aero Tooling Engineer.
- The quotation shall be complete and include:
  - manufacturing of tooling,
  - tests (if required on drawing),
  - labeling (engraving/ nameplate/ label on wire/ streamer),
  - preparation of related documentation (e.g. certificates of tests),
  - potential additional costs should be included into unit price of tool.
- Time for quotation - 10 working days, unless otherwise specified for individual inquiry.
- In case of resignation from the offer contest EME Aero Purchasing Specialist should be informed in a due time.
- Suggestion of design/material changes in the offer are allowed only based on approval from the EME Aero Tooling Engineer and supposed to be highlighted on offer.
- If an adapter is required according to the drawing for test of tool, then supplier shall check with purchaser whether EME Aero can make the adapter available for tests.
- Expected and preferential offers are based on incoterms 2020: DAP Jasionka.

# Assurance of goods compliance with the requirements

At the phase of preparation of offer the supplier should take into account the following requirements and comply with them in case of winning the offer contest:

- The product must comply with the technical specification and purchase order (PO).
- If the drawing does not indicate otherwise, then:
  - Aluminum parts are to be anodized with a colorless coating,
  - Black oxide all steel parts,
  - follow instruction from PO if the drawing requires some components to be painted.
- Radio-frequency identification tagging (RFID) of tools is not applicable. RFID pockets on each drawing shall be ignored and not taken into consideration for quotation.
- Clearly made marking exclusively on a non-working surface: PART NUMBER, REVISION, EQUIPMENT No. and additionally (if required by the drawing), a load test value, hydraulic test value, etc.
- CE-certified goods should be marked in accordance with Council Decision 93/465/EEC

# Quality documentation requirements

The Tooling delivery should be accompanied by documentation resulting from the type of tool, its use in the process and the installed components, or requests from purchase order.

- **Certificate of Conformance (CoC)**  
Obligatory for each special tool. Its content have to meet EME Aero requirements.  
Suggested template is available on <http://eme-aero.com/company/termsandconditions>
- **Declaration of Conformity (DoC)**  
Required for tools referred to in the european directives (usually for tooling: Machinery Directive 2006/42/EC).  
Certificates CE are required separately for slings, slinging components, pressure and electrical components and rotary screws if mentioned items are components of the tooling.
- **Operating Instructions - manuals**  
Products with the CE marking should be equipped with operating instructions that comply with the requirements of the directive accordingly to which the goods were certified. The instructions should be prepared in Polish and English versions.
- **Calibration certificates carried out by accredited laboratories (PCA or equivalent)**  
The correct functioning of all measuring devices (e.g. manometers, actuometers, etc.) installed in the instrumentation should be confirmed by a calibration certificate.
- **Special Processes Certificates**  
the requirement defined for each tool separately by its drawing i.e.: load test certificate - LTC, pressure test certificate - PTC, hydraulic test certificate – HTC

# Quality documentation requirements:

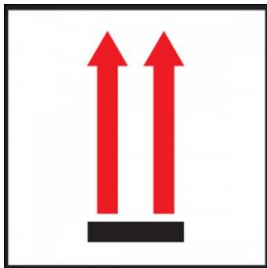
The supplier is obliged to apply the following rules of transferring and storing documentation:

- Quality documentation in a paper form should be properly secured and delivered together with the goods.
- Documentation in electronic form should be archived by the supplier and a copy can be shared with EME Aero on request.
- Prior to electronic submission of drawings (or other confidential documentation), files should be password protected or secure platform for sharing files indicated by EME Aero Purchasing Specialist should be used.
- The supplier should check the completeness of the documentation before sending it in paper form and prepare a list of all attached documents.

# Preparation of goods for shipment

In order to prevent damage to the shipment during transport or its loss, in accordance with following instructions the goods should be properly prepared for shipment, secured and marked.

- Prior to dispatch supplier should prepare and archive photographic documentation of manufactured tooling.
- The goods should be:
  - protected against mutual damage of elements inside the packaging e.g.: bubble wrap,
  - secured against the movement of the entire load during transport,
  - protected by the resistance materials adequate to the weight and shape of the device,
  - placed inside the contour of pallet and within permissible weight of pallets/ platforms/transport boxes,
  - free from raids, corrosion, contamination.
- Packages should be:
  - marked in a way that allows the tool to be recognized,
  - in parcels with warning transport labels, e.g:



# Content of Packing list

For each shipment, documentation identifying the contents of the package should be prepared (e.g. Packing list), including at least the following data:

- document number,
- the name and address of the sender and recipient,
- date of shipment,
- product designation:
  - order number,
  - part number,
  - tool name
  - equipment number,
- quantity of goods,
- country of origin for each tool,

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