

# VENDOR POLICY

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*It is Egyptair pleasure to meet with your company as valuable supplier / subcontractor for business with Egyptair M&E , SO we appreciate to fill the attached questionnaire and send it to Egyptair for the following address material directorate .....*

[Supplier / Subcontractor Questionnaire](#)

## 1-Types of Suppliers

The material directorate is responsible to ensure that the selection of the potential supplier will be from the following classes:

**Class (A):** Original Equipment Manufacturer (OEM).

**Class (B):** Suppliers referred to in OEM illustrated parts catalogue or distributors approved by OEM.

**Class (C):** Airline or approved repair station / Maintenance Workshops.  
The selection will be limited only if the national airworthiness authority governing the airlines or repair stations / Maintenance workshop of a level is equivalent to EASA.

**Class (D):** Surplus parts dealers:

The selection will be limited only if the supplier provides:

- Parts which have been manufactured by the OEM or manufacturer designated by the aircraft or engine manufacturer.
- Parts must be new (except in AOG situation).

## 2-Types of Subcontractors

- PART 145 Approved or Accepted Subcontractor.
- Non-part 145 Approved Subcontractors.

Notes:

- PART 145 Approved Subcontractors: when undertaking work outside their terms of approval are deemed to be non-approved organization.
- EgyptAir M&E policy is not to subcontract any work to NON-PART 145 approved or accepted subcontractors.

## 3-Part 145 Subcontractor Assessment

### Initial Evaluation

- The cataloging section in material directorate must:
  - Send EgyptAir M&E pre-audit questionnaire to the supplier.
  - Obtain the following documents from the supplier.
  - Completed questionnaire.
  - MOE / quality manual.
  - PART 145 certificates.
  - ISO certificate "if applicable".
  - Submit all the above documents to the QA directorate for evaluation attached with form No. 846.
- The QA directorate will check if the scope of activity of the potential PART 145 subcontractors workshops fallen within the maintenance services sought by EgyptAir M&E or not:
  - If not, stop the evaluation procedures.
  - If accepted proceed to the following steps.
- The QA directorate will carry out the evaluation of the subcontractor quality documents from the point of view that if these documents are sufficient for evaluation or not:
  - If these documents are sufficient so no audit to be required.
  - If not, QA directorate is responsible for carrying out the audit process to the potential subcontractor.
- After evaluation and audit "if required", QA directorate will decide if the potential subcontractor is accepted or not:
  - If the subcontractor is accepted:**
    - QA directorate will:
      1. Modify EgyptAir M&E list of approved subcontractors "EGME030".
      2. Notify the concerned aviation authority EASA Competent Authority (French DGAC).
      3. Notify cataloging section by the new subcontractor added to the list using form No. 846.
    - Cataloging section will load the master data file of the new accepted Subcontractor in the IS system.

**If the subcontractor is not accepted:**

- QA directorate will notify the cataloging section by the non-conformities found and the corrective action instructions required from the not accepted subcontractor using form No. 846 to feedback these requirements to that subcontractor.
- If the subcontractor responds and performs the corrective action instructions required, cataloging section will submit these replies to the QA directorate for evaluation in conjunction with a new form No. 846 & with the original of form No. 846 of the concerned subcontractor.
- QA will re-evaluate the new data & will act accordingly.

**Re Evaluation (Periodic Evaluation)**

- Cataloging section is responsible to nominate the subcontractors required to be reevaluated based on the following criteria:
  - Subcontractors have a regular business with EgyptAir M&E, will need annual reevaluation.
  - new subcontractors need re-evaluation after 6 months.
  - Subcontractors have no business with EgyptAir M&E for 2 years will be quarantined and they will need initial evaluation to be kept in the approved list.

**The re-evaluation process will be as follows:**

- Cataloging section will:
  - Monitor the subcontractor performance considering:
    - Turn around time
    - Price stability
    - Payment terms ... etc.
  - Submit these data to the QA directorate.
- The QA directorate will re-evaluate the subcontractors in order to maintain the authorization grant to use the subcontractor based on:
  - Evaluation of the data obtained from cataloging section.
  - The approval by the concerned aviation authority for the intended scope of work.
  - No significant deterioration compared with the previous evaluation.
  - Failure rate must not exceed the limits as in para 2.01.1.4.1 (Monitoring of Supplier Performance).
- If subcontractor is accepted
  - QA directorate will retain the granted authorization to use the subcontractor.
- If the subcontractor is not accepted:
  - QA directorate will notify the cataloging section by the non-conformities found and the corrective action instructions required from the unaccepted subcontractor to feedback these requirements to that subcontractor.
  - If the subcontractor responds and performs the corrective action instructions required, cataloging section will submit these

- replies to the QA directorate for evaluation.
- If the subcontract is not fulfilling the requirement so the Authorization to use the subcontractor will be withdrawn.
  - The QA directorate will withdraw the subcontractor from the approved list & feedback to cataloging section.

#### **NON PART 145 Subcontract Assessment**

Currently EgyptAir M&E policy is not to subcontract any work to NON-PART 145 approved or accepted subcontractors.

- EgyptAir M&E policy is to subcontract maintenance work in case of the required scope of work is out of its capability & required to cover the customers' work orders.
- Customers must accept EgyptAir M&E supplier / subcontractor list

### **4-Monitoring of Supplier Performance**

#### **Data Collection**

Discrepancies data is to be collected during the following monitoring processes, & reported using a non-conformity report (form No. 116) to QC Material Department.

- Incoming Inspection Process.
- Storage Process.
- Maintenance Process.
- Return from a Customer.

#### **Data Handling**

A Material Review Board (MRB) consisting of the designated members of the production (aircraft maintenance or shops), Quality Assurance, Material Inspector and material directorates meets on a monthly basis and investigates the non-conforming condition.

Material inspectors are responsible to transfer the original documents of the data collected to the material director (as being a permanent member of the MRB), and to QA directorate., a copy of the data collected is to be filed in the material inspection department.

The MRB will revise the non-conformity reports (form No. 116) and take the proper decision which will be either scrap, rework, repair, use as is, return to vendor or others. In all cases the MRB should classify the type of non-conformity, either administrative or technical.

The MRB may decide to route the non-conforming subject for further special investigation and corrective actions.

The MRB decision must be documented in the non-conformity report (form No. 116) and the material inspection department will be notified for filing. The material directorate is responsible to execute the MRB decision. The outcomes of the MRB evaluation together with the corresponding decision will be reported to the QA directorate.

### **Rate of Discrepancy monitoring**

MA directorate is responsible for notifying the QA directorate of the total number of items delivered from the supplier for a defined time period. The QA directorate is responsible for computing the following discrepancies rate for each supplier :

- The Failure Rate as the number of non conforming parts found/ total numbers of parts delivered for a defined time period (F.R.).
- The Failure Rate due to suppliers Administrative faults (F.R.A.), computed per month.
- The Failure Rate due to suppliers Technical faults (F.R.T.), computed per month.

### **Regular suppliers**

The supplier quality level is accepted if: F.R.A. is below 5% and F.R.T. is below 1%, on an average period of twelve months.

Special attention shall be given when the parameters are degrading through the year even when the average would be found within the limits.

### **Suppliers newly approved**

For a newly approved supplier, if F.R.T. is above 1% on average for the first six months, an on-site audit will be needed to determine the ability of the supplier to deliver a constant quality.

If no improvement is shown during the next six months, the supplier will be removed from EgyptAir M&E approved list of suppliers / subcontractors.

### **Final Action**

The QA directorate will decide either to retain / withdraw the authorization granted to use the supplier according to the outcome of the rate of discrepancies & update the suppliers / subcontractor list (if necessary) refer to para.5.04.

## **5-Authorization Grant to use Supplier**

### **Class (A): Original Equipment Manufacturer**

Quality Assurance Directorate considers the certificate of OEM covering its approval as a supplier for such equipment (Such potential supplier is only subjected to economical evaluation).

### **Class (B): Supplier Approved by OEM / Distributors Approved by OEM**

If the supplier is listed in the technical documents of the A/C, engine or A/C component such as (IPC, CMM, etc) this supplier is considered as OEM of the designated part.

Material directorate is responsible to obtain a confirmation letter from the manufacturer stating that the supplier is duly approved for the distribution of such particular material.

Quality Assurance (QA) directorate is responsible for the evaluation process based on:

- Supplier's pre-audit quality questionnaire (refer to MOE chapter 5.01).
- Quality audit checklist for suppliers.

### **Class (C): Airlines or Approved Repair Station / Maintenance Workshop**

Material directorate is responsible for notifying QA directorate of the potential airline / repair station / maintenance workshop for evaluation.

QA directorate is responsible for the evaluation process based on:

- Supplier's pre-audit quality questionnaire.
- Quality audit checklist for suppliers.

Normally, no audit will be required for the approval process unless the airline or repair station / maintenance workshop does not comply with any of the above.

### **Class (D): Surplus Parts and Dealers**

Material directorate is responsible for notifying QA directorate of the potential surplus parts dealers to be evaluated.

QA directorate is responsible for the evaluation process based on:

- Supplier's pre-audit quality questionnaire.
- Quality audit checklist for suppliers together with the audit results.

Normally audit is required for the approval process.

· If the assessment is accepted, authorization to use the supplier will be granted and QA directorate is responsible for:

- Notifying the material directorate with the accepted / released suppliers.
- Updating the list of approved suppliers "EGME020"