OHB ITALIA

Quality System

Tipo Doc.: *Doc.Type:*	SPECIFICATION				N° DRD: *DRD N°:*	Serie "700"	
N° Doc.: *Doc. N°:*	QS-SP-OHBI-700	Ediz.: *Issue:*	1	Data: *Date:* 28/11/2017	Pagina *Page*	1 Di *Of*	9
Titolo : *Title :*	MANAGEMENT CONDITIONS FOR SUPPLIES TO OHB ITALIA						

	Nome & Funzione *Name & Function*	Firma *Signature*	Data *Date*
Preparato da: *Prepared by:*	QMS Team		
Approvato da: *Approved by:*	M. Vitta (PA) P. Malusardi (CC) M.Benvenuti (Leg.)		1/12/17 1/12/17 1/12/17
Applicazione autorizzata da: *Application authorized by:*	M. Protto (COO)		1/12/17
Customer / Higher Level Contractor			
Accettato da: *Accepted by:*			
Approvato da: *Approved by:*			

LISTA DI DISTRIBUZIONE *DISTRIBUTION LIST*	N	A	I
Interna / *Internal*			
Business Unit Managers	6	X	
Purchasing Office	1	X	
Legal Office	1	X	
CFO	1	X	
PA Dept	1		X
Esterna / *External*			
Involved Suppliers (Web page) http://www.cgsspace.it/pdf/management_conditions.pdf)		X	

N=Numero di copie A=Applicazione I=Informazione
N=Number of copy A=Application I=Information

Gestione documenti: *Data Management:*	Data management performed electronically by Ardis SW	File:	QS-SP-OHBI-700_Iss1 Management Conditions

REGISTRAZIONE DELLE MODIFICHE / *CHANGE RECORD*

EDIZIONE *ISSUE*	DATA *DATE*	AUTORIZZAZIONE *CHANGE AUTHORITY*	OGGETTO DELLA MODIFICA E SEZIONI AFFETTE *REASON FOR CHANGE AND AFFECTED SECTIONS*
1	28/11/2017		First emission for OHB Italia S.p.A Quality system. This document **cancels and replaces former** CGS standard **GD-SP-CGS-003 issue 2 dated** 02/03/2015 with this history record: 1 | 29/05/2014 | | First issue 2 | 02/03/2015 | | Par. 3.2: added reference to AQAP2110 in the orders (point e) Par. 3.3.3: added customers to the audit participants Par. 1.2: added AQAP 2110 specific acronyms Issue 3, dated 28/11/2017 as null and void issue, leads to this new OHB Italia Standard: QS-SP-OHBI-700 Applied Changes - §2.1 Upgraded list of applicable documents - §2.2 Upgraded list of references - Added §3.3.4 Technical Audits - Added § 3.11 on Prevention Of Counterfeit Parts, in compliance to applicable normative - Replaced the term “contractor” with “supplier” to avoid legal issues

LISTA DELLE PAGINE VALIDE / *LIST OF VALID PAGES*

PAGINA *PAGE*	EDIZIONE *ISSUE*	PAGINA *PAGE*	EDIZIONE *ISSUE*	PAGINA *PAGE*	EDIZIONE *ISSUE*	PAGINA *PAGE*	EDIZIONE *ISSUE*	PAGINA *PAGE*	EDIZIONE *ISSUE*
1 - 9	1								

TABLE OF CONTENTS

1. SCOPE 5

1.1 DEFINITIONS 5
1.2 ACRONYMS LIST 5

2. DOCUMENTS 6

2.1 APPLICABLE DOCUMENTS 6
2.2 REFERENCE DOCUMENTS 6

3. REQUIREMENTS 7

3.1 SUPPLIER'S ORGANIZATION 7
3.2 SUPPLIER'S RESPONSIBILITIES 7
3.3 OHB ITALIA RIGHTS 7
3.3.1 ACCESS TO DOCUMENTATION 7
3.3.2 PARTICIPATION TO MEETINGS/REVIEWS 7
3.3.3 ACCESS TO PREMISES AND PLANTS 7
3.3.4 TECHNICAL AUDITS 8
3.4 SCHEDULE 8
3.5 SPECIFICATIONS 8
3.6 DOCUMENTATION 8
3.7 PACKAGING AND HANDLING OF SUPPLIES 8
3.8 NON CONFORMANCES 8
3.9 TEST FACILITIES 9
3.10 CE CONFORMITY MARKING 9
3.11 PREVENTION OF COUNTERFEIT PARTS USE 9
3.12 INVENTORY RECORD 9
3.13 SUB-SUPPLIERS AND EXTERNAL CONSULTANTS 9
3.14 WORK TRANSFERRED TO THIRD PARTIES 9
3.15 ACCEPTANCE AND FINAL DELIVERY 9
3.16 FINANCIAL AUDITS 9

1. SCOPE

This document provides the general requirements applicable for all items or activities provided by external suppliers to OHB ITALIA in the frame of a business agreement. The present document shall be applicable unless a more stringent specification is applicable in the framework of a specific program. The provisions included can be complemented by additional, more specific requirements.

1.1 DEFINITIONS

OHB Italia Suppliers are divided in two categories:

a) Producer: Supplier that, starting from a Technical Specification issued by OHB ITALIA develops the required documentation and manufactures the product.

b) Commercial Of The Shelf (COTS) Supplier: Supplier that sells to OHB ITALIA products that are ready-made and available for sale and lease.

This document is applicable to suppliers of categories (a) and (b), has contractual validity and must be recalled among the applicable documents of the order
Requirements specified in this document must be considered as integral part of the order itself.
For orders of standard parts and materials, the depth of implementing these quality requirements shall be at discretion of the Purchase Office, unless otherwise stated by the Product Assurance department and/or by the legal department.

Applicability details of the requirements are given in the relevant document "Statement of Work (SOW/TA)" or applicable documents of the Order.

The Supplier shall inform in advance OHB ITALIA of any change of production plant.

1.2 ACRONYMS LIST

CGS	Compagnia Generale per lo Spazio (now OHB Italia)
ECSS	European Committee for Space Standardization
EEE	Electrical, Electronic and Electromechanical
EIDP	End Item Data Package
GQA	Government Quality Assurance
OHB	Orbital und Hochtechnologie Bremen
OHB-I	OHB Italia (former CGS Compagnia Generale per lo Spazio)
PA	Product Assurance
PM	Project Manager
SE	System Engineer
SOW/TA	Statement Of Work / Technical Annex

2. DOCUMENTS

2.1 APPLICABLE DOCUMENTS

AD1. QS-PL-OHBI-002 – OHB-I Product Assurance Plan
AD2. QS-PL-OHBI-001- OHB-I Configuration and Information Management Plan
AD3. GD-PR-CGS-088 - Handling Transportation Packing and Storage procedure

2.2 REFERENCE DOCUMENTS

RD1. UNI EN 9100:2016 Quality Management System, Requirements for Aviation, Space and Defence Organizations
RD2. AQAP 2110 NATO Quality Assurance Requirements for Design, Development and Production
RD3. AQAP 2120 NATO Quality Assurance Requirements for Production
RD4. AQAP 2210 NATO Supplementary Software Quality Assurance Requirements to AQAP 2110
RD5. AQAP 2310 NATO Quality Management System Requirements for Aviation, Space& Defence Suppliers
RD6. ISO 9001:2015 Quality Management System, Requirements
RD7. ISO 10005 : 07 Quality Management- Guidelines for Quality Plans
RD8. ISO 10012:03 Measurement Management Systems, Requirements for Measurement Processes and Measuring Equipment
RD9. MIL-STD-454N General Guidelines for Electronic Equipment STANAG 4107 - Mutual Acceptance of Government Quality Assurance STANAG 4280 NATO Levels of Packaging
RD10. ISO 10007 : 03 Guidelines for configuration management
RD11. MIL-HDBK-61A Configuration Management Guidance
RD12. UNI 9885 : 91 Criteri Generali per la qualificazione dei processi speciali

3. REQUIREMENTS

3.1 SUPPLIER'S ORGANIZATION

The general organization of the Supplier's Quality System must be compliant with the requirements of AS/EN 9100:2016 and/or to the standards UNI/EN ISO9001:2015.

3.2 SUPPLIER'S RESPONSIBILITIES

The Supplier shall establish, submit, use and maintain a Quality Plan which describes how he intends to fulfill all quality requirements of the order.

All Sub-suppliers involved in the order will be qualified by the Supplier's Quality Function; the list of Sub-suppliers and of their supplies will be reported in the Quality Plan.

The supplier is assigned a complete end-to-end responsibility for all programmatic and technical aspects pertaining to the order and the fulfillment of order objectives. Among the key consequences of this responsibility it is useful to explicitly remark the following:

a. The supplier shall be fully responsible for all the execution of the activities/tasks and the fulfillment of the objectives mentioned in the order and attached documents unless otherwise stated.
b. the supplier shall identify, propose and manage/execute any task/activity and put in place all the resources which are needed to achieve the complete fulfillment of the program objectives in full compliance with applicable requirements and constraints; For software development and maintenance, the applicable requirements of the ECSS will apply.
c. the supplier shall identify, set in due time the required process and procure any input/tool/service (e.g., authorizations, licenses, etc.) that could be needed by OHB Italia to fully exploit (in terms of availability, functionalities and performances) the subject-matter of the procurement defined in the order.
d. the supplier shall be responsible to provide the Customer with the order Deliverables
e. **For projects where RD2 is applicable all requirements of the order of which the present specification is part may be subject to GQA as per RD2. The supplier shall be notified of any GQA activity to be performed.**

3.3 OHB ITALIA RIGHTS

3.3.1 ACCESS TO DOCUMENTATION

During the course of the order OHB Italia representatives shall be granted free access to any plan, requirement, specification, technical note, report, procedure, or any other documentation, item or tool developed in the frame of or relevant to the relevant program, although not explicitly mentioned in the list of deliverables. Such right of access also implies that, on request, the above documentation shall be provided to OHB Italia personnel in both paper and electronic form.

3.3.2 PARTICIPATION TO MEETINGS/REVIEWS

The OHB ITALIA has the right to participate to any supplier and sub-supplier meetings as deemed necessary. OHB ITALIA shall be notified two weeks in advance about the meetings and shall be invited to attend to the above.
OHB ITALIA reserves the right to attend any meeting/review of the supplier or its sub-suppliers as deemed necessary and will notify the supplier of its intention in advance. To this end, the supplier shall regularly publish a meeting calendar, so as to keep OHB ITALIA informed in due time about the meeting logistics (place, time, topic).

3.3.3 ACCESS TO PREMISES AND PLANTS

Access to the places where the industrial activities are carried out shall be granted to OHB ITALIA, its customers and representatives, either for audit or for routine monitoring, with a minimum notice of 3 working days from the request - to be agreed on a case-by-case basis.

3.3.4 TECHNICAL AUDITS

OHB ITALIA shall have the right to audit, either itself or through an authorized representative, the supplier for conformance with AS/EN9100 or ISO9001 at supplier premises and plants.

3.4 SCHEDULE

The schedule of activities and deliveries shall be defined on a case-by-case basis. A program of deliveries and milestone meetings shall be agreed with the OHB ITALIA PM.

3.5 SPECIFICATIONS

OHB ITALIA shall provide specifications for custom developed items. The supplier shall track any OHB ITALIA requirement throughout the developed documentation and its verification method. Any discrepancy among requirements shall be immediately reported to OHB ITALIA. In case of doubt on the interpretation of a requirement the supplier shall mandatorily request a clarification.
The formal acceptance of any item by OHB ITALIA or the positive passing of any milestone review doesn't constitute in any way a relieving of supplier's duties in terms of fulfillment of a requirement.
The supplier will indicate in the Quality Plan all the manufacturing special processes applicable to the supplied product. The validation of special processes shall be carried out in accordance with the document .

3.6 DOCUMENTATION

As a minimum the following documents shall be provided by the supplier:

- For supplies of materials and components: certificate of conformance of all the noncommercial EEE parts and raw materials, as well as of any process performed
- For supplies including design activities: all drawings, parts lists and analyses produced
- For items manufactured on OHB ITALIA specification: a complete EIDP agree with AD1 and annex B of ECSS-Q-ST-20C rev.1.

The supplier shall keep any quality record for at least ten years. OHB ITALIA has the right to examine them at any time at supplier premises.

3.7 PACKAGING AND HANDLING OF SUPPLIES

Handling and storage of OHB ITALIA supplies shall follow as a minimum the provisions of AD3. Additional requirements not covered by AD3 shall be inserted in a dedicate procedure to be delivered to OHB ITALIA together or in advance respect to the delivery of HW.

3.8 NON CONFORMANCES

Any nonconformance to order's requirements shall managed agree to ECSS-Q-ST-10-09C.

3.9 TEST FACILITIES

All facilities used for the testing of OHB ITALIA HW shall be in conformance with ECSS-Q-20-07C. The certificates of calibration of all measurement instruments used shall be considered as quality records and stored for a period of at least ten years and shown to OHB ITALIA on request.

3.10 CE CONFORMITY MARKING

If the order specifies the delivery of Simulators, Test Equipment or Jigs, for laboratory and/or civilian use, they have to be CE marked for safety according to European normative under supplier responsibility.

3.11 PREVENTION OF COUNTERFEIT PARTS USE

The supplier shall make appropriate evidence that any counterfeit or suspect counterfeit parts shall not be used or included in the delivered product; compliance to relevant applicable normative [RD1][RD6] about prevention of counterfeit parts shall be assured.

3.12 INVENTORY RECORD

The supplier shall record, store, maintain, refurbish, and keep up to date with respect to their location, value, operation ability and safety, all items of the project in an Inventory Record in conformance with ECSS-M-ST-60.
OHB ITALIA shall have the possibility to perform audits and physical inspection of all project assets as per ECSS-M-ST-10.

3.13 SUB-SUPPLIERS AND EXTERNAL CONSULTANTS

The supplier shall be responsible for the work of any sub-supplier and /or consultant used in the framework of the order. It will be supplier's responsibility to transfer to its sub-suppliers the same conditions holding towards OHB ITALIA.

3.14 WORK TRANSFERRED TO THIRD PARTIES

Any transfer of work originally agreed as in charge to the supplier to third parties shall be previously explicitly authorized by OHB ITALIA. The supplier shall justify the transfer clearly stating the reason for it and providing assurance that the work is performed with the same agreed conditions.

3.15 ACCEPTANCE AND FINAL DELIVERY

Except when specified differently in the order the supply object of it, including any specific tools and equipment developed and or purchased for test and analyses, the software and the hardware acquired, the design and the related documentation prepared or acquired in the framework of the order, as described in the applicable SOW/TA, will became property of OHB ITALIA.
The acceptance by OHB ITALIA of the supply specified in the SOW/TA is dependent on the issue by the supplier of a certification that all documentation is compliant with the order's requirements.

3.16 FINANCIAL AUDITS

In the case of a cost reimbursement order/agreement, OHB ITALIA shall have the right to audit, either itself or through an authorized representative, the claimed expenses against the internal company accounts, in conformance with ECSS-M-ST-10.