

DOCUMENT OF QUALITY REQUIREMENTS FOR FOREIGN SUPPLIERS

Revision Records

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A	First Version		

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1. PURPOSE AND SCOPE

- This document describes the requirements expected from suppliers in accordance with the quality standards of ASELSAN for supply of goods/services.

2. DEFINITIONS AND ABBREVIATIONS

Supplier: It is the common name given to non-ASELSAN companies, entities or organizations as the domestic/foreign companies providing materials and services within the scope of projects and R&D activities carried out in ASELSAN. It is the general name of the companies classified as manufacturer (including Subcontractor and Sub-Industry), distributor, agent, seller or dealer within the scope of these activities.

Sub-Industry Firms (SI): Companies that make production and design according to ASELSAN documents or requirements and that are evaluated and approved according to the principles specified in the ASELSAN Procurement Instruction and related guidelines.

Sub-Contractor (SC): Sub-industry companies that have supplier, project, risk and configuration management capability and can realize turnkey works.

Successor Supplier (SS): ASELSAN approved companies, from which ASELSAN subcontractors supply goods / services and assign works.

ASELSAN Procurement Officer: ASELSAN personnel who form the channel/interface for purchasing between Sub-Industry companies and ASELSAN and coordinate negotiations to be made with the companies regarding purchasing.

ASELSAN Quality Assurance Representative (ASELSAN-QAR): Personnel to be assigned by ASELSAN or the firm to be appointed by ASELSAN, who will follow up the production, testing and quality activities of the company, request corrective action when necessary and realize the acceptance.

Customer Quality Assurance Representative (Customer-QAR): The customer representative(s) who can follow up the production, test and quality activities of the company, request corrective action when necessary and realize the acceptance.

QAC (Quality Assurance Conditions): The product-specific quality requirements that must be met by the supplied goods and services. They are defined in ASELSAN Purchase Order. The supplier company is obliged to satisfy the quality requirements of the product within the scope of the order.

3. SUPPLIER OBLIGATIONS

- The Supplier is expected to have a Quality Management System.
- The Supplier must use the external resources specified or approved by ASELSAN, including process resources (special processes) and not work with unapproved external resources for ASELSAN. In the use of the Successor Supplier, the work-specific Quality Assurance Provisions (QAP) will be communicated to the Successor Supplier.

- The Supplier shall not transfer all or part of the Purchase Order or any of its rights and/or obligations under the Purchase Order to any other Supplier without the prior written consent of ASELSAN.
- The Supplier must give feedback and information to ASELSAN for any processes/products/services, that are not conforming/that are observed to be nonconforming, and must obtain approval of ASELSAN for disposal of processes/products/services observed to be nonconforming.
- The Supplier must notify ASELSAN about changes in processes/products/services, including changes in external suppliers or production site, obtain approval and not make any production/shipment without approval.
- It is necessary to ensure that all contractual conditions and applicable requirements/documents, defined as per the contract, are regularly communicated by the supplier to the approved external suppliers.
- It is obligatory that the documented information / records within the scope of the contract must be kept by the supplier taking into account the retention period and disposal conditions. They shall be retained according to the conditions specified in the contract, if defined in the contract, or, if not, according to the conditions defined in the Quality Management System.
- The supplier shall ensure that all its personnel are aware of their contribution to product or service conformity and product safety.
- Suppliers will carry out all their activities in accordance with the Code of Conduct available on the website of ASELSAN. (<https://www.aselsan.com.tr/tr-tr/hakkimizda/Sayfalar/Etik-Ilkeler.aspx>)

- **Management of Counterfeit / Imitated EEE (Electrical, Electronic and Electromechanical) Materials:**

It is necessary for the supplier to determine whether the ordered parts are counterfeit parts and prevent their shipment/use and entry into the supply chain. If ASELSAN determines that the part received within the scope of the order is a counterfeit part, the part will not be accepted and its use will be prevented and physical return to the supplier will not be provided.

For the manufacturer:

The manufacturer should establish a documented system, open for review, for prevention and detection of counterfeit / imitated EEE material in accordance with the requirements of the AS5553 A standard. EEE materials should be primarily supplied from the following suppliers:

- Original part manufacturer
- From manufacturer-approved vendors and distributors who have a system in accordance with the requirements of the AS6496 standard (The product batch number of the original part manufacturer must be traceable in the material conformity certificate received from these suppliers.)
- Approved external vendors and distributors (must be the companies approved by the Supplier according to the AS5553 A standard. It is not allowed to procure materials from external distributors and vendors that are not approved.)

For Manufacturer Approved Vendors and Distributors:

Manufacturer-approved vendors and distributors must have a documented system for the prevention and detection of counterfeit/imitated material in accordance with the AS6496 standard requirements. With each batch of material, they must provide a certificate of conformity with a traceable product batch number of the original part manufacturer.

For External Vendors and Distributors:

The external providers and distributors should establish a documented system, open for review, for prevention and detection of counterfeit/imitated material in accordance with the requirements of the AS5553 A standard. They must guarantee the accuracy of the product and provide a certificate of acceptance/conformity.

- **Supplier Audit Records:**

The supplier will keep appropriate and sufficient records that are open to ASELSAN's review. ASELSAN will be able to get copies and excerpts from these records. These records will also be open to inspection by ASELSAN customer and other relevant authorities.

ASELSAN, ASELSAN customer and other relevant authorities will be able to enter the worksite, facility and premises where the products, specified in the order, are produced and conduct inspections.

- **Packaging, Packing and Handling, Transport, Storage Conditions:**

Unless otherwise stated, it is under the responsibility of the supplier companies to determine and implement the packing and handling method to prevent any impact on the compliance of the material specifications with the conditions set out in the relevant ASELSAN documents. If it is specified in the order that the shipment will be made by the supplier company, it is the responsibility of the supplier companies to establish the handling, transportation and storage conditions that will prevent the compliance of the specifications of the materials with the conditions specified in the relevant ASELSAN documents. The supplier must provide information regarding the material storage, handling and maintenance during storage where required by the material specifications.