

# Guidelines for Delegation of Suppliers for Statement of Conformity Issuance on Behalf of EMBRAER

REVISION: E	REVISION DATE: December, 2018
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## CHANGES IN THIS REVISION

Changes are indicated with a sidebar on the left side of the text.

## OBJECTIVE

This document establishes requirements for the delegation process of Suppliers for issuance of a statement of conformity on behalf of EMBRAER.

## DEFINITIONS

**Acceptance Tests Report (ATR):** Report of the final functional test applied to an aircraft system item, prior to shipment, in order to demonstrate item performance against customer specifications;

**Concession Report:** See EQRS Section E - Terms, Definitions and Acronyms;

**Conformity Tag:** This is the FAA Form 8130-3, ANAC SEGVOO 003 or EASA Form 1, or an Airworthiness Approval Form. It identifies an article or group of articles for export approval and conformity determination from production approval holders. It also serves as approval for return to service after maintenance or alteration by an authorized Repair Station, but this is not the purpose intended on this guideline;

**E-RFC** - Document used for External requests of conformity (Embraer Suppliers);

**Major and Minor non-conformity:** See EQRS Section VIII - Terms, Definitions and Acronyms;

**Production documents:** These include work orders, shop followers, shop travellers, ERP system reports, or any document used to confirm completion of production activities, including final delivery inspection;

**RBAC** - *Regulamentos Brasileiros da Aviação Civil*;

**Statement of conformity:** statement issued by EMBRAER's Quality Organization or by Supplier's Quality Organization (when delegated) with the purpose to attest that test specimen is in conformance with project data before the execution of the authority conformity inspection and/ or conduction of certification tests;

According the Airworthiness Authority Regulation, this document shall be submitted by the applicant or by another authorized person. For the test article, test installation, system or prototype this document should state that:

- ✓ Materials and products conform to the specifications in the type design;
- ✓ Parts of the products conform to the drawings in the type design;
- ✓ The manufacturing processes construction and assembly conform to those specified in the type design;
- ✓ The test installations are in conformance with the conditions defined on the approved test proposal.

## INSTRUCTIONS

### a) Delegation criteria

The person proposed for delegation shall be part of the Supplier Quality Organization and provide evidences of:

- ✓ Knowledge of technical requirements specified in the contract;
- ✓ Knowledge of the activities of type certification, including knowledge of certification tests;
- ✓ Having previous experience in inspection and manufacturing procedures.
- ✓ Having autonomy and authority in the Supplier's organization to independently analyse the product final conformity.

In order to demonstrate compliance with the delegation requirements, Supplier shall fill in the following application:



Delegation criteria

Supplier shall submit the proposed person's *résumé*, the "Statement of Conformity - Delegation Form" and the EMBRAER's delegation criteria application form to EMBRAER's Supplier Quality Engineer, with 30 days prior to the first Statement of Conformity issuance.

#### b) EMBRAER's approval

EMBRAER considers the following points to approve the delegation:

- ✓ Supplier's previous experience in developing and / or manufacturing similar products;
- ✓ The level of understanding and implementation of the contract requirements;
- ✓ The results of the EMBRAER's audits (if applicable) performed at Supplier's facilities;
- ✓ Evidences received from Supplier from proposed person to be delegated;
- ✓ Supplier's previous qualification/ certification.

After EMBRAER's analysis, Supplier can be classified as follow:

- ✓ Training is mandatory:

The person proposed by Supplier does not comply all criteria to be delegated and shall perform the training about Conformity Inspection to be approved for delegation.

- ✓ Training is optional:

The person proposed by Supplier does comply with the all criteria to be delegated and demonstrate sufficient background to be delegated. The training about Conformity Inspection is not mandatory but recommended by Embraer to better clarify the process and requirements.

After EMBRAER's approval, the delegation form shall be sent back to Supplier. It is Supplier's responsibility to keep track of this document.

Note 1: EMBRAER shall not delegate Supplier's sub-tiers. Special cases and conditions shall be previously negotiated between EMBRAER's Supplier Quality Department and Supplier before delegation submittal. The delegated shall comply with all requirements from this guideline.

#### c) Training

The training for Conformity Inspection delegation is available at <https://www.embraersuppliers.com/esuppliers/#/pt-BR/supplier-requirements>. When required, an Embraer focal point will perform the training section with the person proposed for delegation, prior issuing the Training certificate as evidence of training completion.

The evidence of training (training certificate) shall be submitted to the EMBRAER's Supplier Quality Engineer.

#### d) Suppliers' responsibilities when delegated:

- ✓ To report design deviations to assure that those deviations will not impact the execution of the test; if the deviation affects the test execution, should be required approval from EMBRAER and the necessary engineering documentation to solve or disposition to accept the problem should be revised or issued;
- ✓ To issue the Statement of Conformity;

- ✓ To send a pdf file of the issued Statement of Conformance to EMBRAER's Supplier Quality Department;
- ✓ To keep on file the documentation necessary to determine the configuration and traceability of the test article or test installation;
- ✓ To keep a list of delegated personnel, including sub-tiers.

Note: When the test involves more than one Supplier's area, it should be indicated one responsible for coordination of the information to be included in only one E-RFC.

**e) Cancellation:**

The maximum due date for delegation is 2 years. The delegation is automatically cancelled after due date.

At EMBRAER's discretion, delegations may be reviewed and cancelled at any time. Reasons to cancel delegation can be:

- ✓ Letter submitted by delegated person requesting cancellation;
- ✓ Supplier's letter requesting cancellation of delegation;
- ✓ Delegated person is no longer working at Supplier's;
- ✓ Delegated person does not meet obligations delegated to himself;
- ✓ When EMBRAER decides that, the delegation is no more necessary.

Reason(s) for cancellation shall be sent by EMBRAER to Supplier's Quality organization through ICM.

**f) Form:**



DELEGATION FORM

**g) Training Certificate:**



Training Certificate