

Guideline for Special Process Appraisal

REVISION: F	REVISION DATE: February, 2021
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CHANGES IN THIS REVISION

A sidebar on the left side of the text indicates changes.
Qualification flowchart illustrating the process.

OBJECTIVE

This document establishes guidelines for submission of Supplier documents regarding special processes, in order to have EMBRAER's evaluation and approval.

DEFINITIONS

Special Process: Process whose outcome cannot be fully verified by subsequent inspection and testing of the product, and whose deficiencies in processing, for example, may become apparent only after the product is in use.

RFA (Request for alternative): Document which shall be used to request and justify deviation from a requirement of an applicable EMBRAER specification;

Build to Print (BTP): When the part is manufactured under EMBRAER's drawing;

Design and build (D&B): When the part is manufactured under Supplier's drawing;

SPAR (Special Process Approval Request): is an online form to capture general information and special process control by the Suppliers;

PQR (Process Qualification Report): is a document that shows detailed technical evidence and test results of the special processes performed;

NADCAP: International program for special processes accreditation administered by the Performance Review Institute (PRI).

INSTRUCTIONS

Figure 1 presents the flowchart summarizing the steps involved in the Special Process Qualification Procedure.

Suppliers shall submit SPAR through the online form available at [SPAR - Microsoft Forms](#).

Suppliers that process Embraer Designed (BTP) parts shall submit PQR according to the sections on the template annex, containing the technical information about special process control.

EMBRAER will analyze the documents sent by Supplier and may request additional information and/or schedule a qualification assessment at Supplier's special processes facilities.

In case non-conformities are found during the qualification process, Suppliers shall provide a corrective action plan to Embraer's validation.

Once documentation is fully accepted, Embraer provides the approval for special processes. This approval may be reviewed at any time, based on Special Process performance.

Embraer shall be notified and reapprove qualification upon any changes on the information provided at the time of Special Process Qualification that compromises the product integrity.

Any questions should be submitted to special.process@embraer.com.br

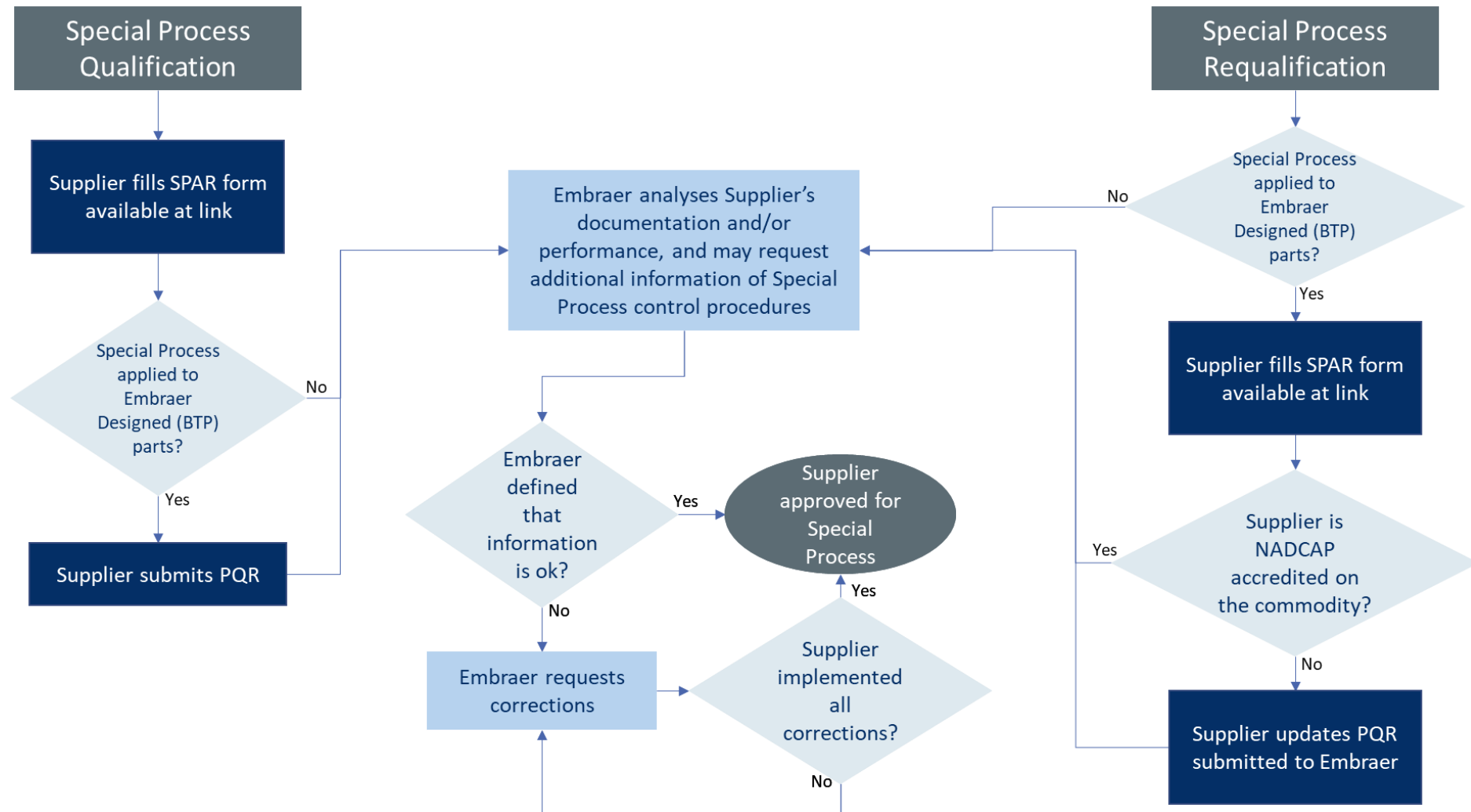


FIGURE 1 - Qualification process flowchart

QUALIFICATION MAINTENANCE

Suppliers will be monitored by Embraer and a risk-based model will determine the need for additional actions.

If no risk alerts are present, qualification is valid for 3 years. Qualification renewal shall be planned accordingly before qualification expires.

Figure 1 presents the flowchart summarizing the steps involved in the Special Process Requalification Procedure.

ATTACHMENTS

SPECIAL PROCESS APPROVAL REQUEST (SPAR)

[LINK](#)

PROCESS QUALIFICATION REPORT (PQR)



PQR