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SEA Note: Any updated version of this document must be uploaded to https://www.sea.co.uk/terms-of-business

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1. PURPOSE AND APPLICATION

This document defines the **Supplier Quality Assurance Requirements (SQAR)** applicable to all suppliers providing direct goods and services used in the design, manufacture, integration, verification or support of products and services delivered by SEA to its customers.

These requirements are contractual and apply to all Requests for Quotation, Request for Tender (RFQs, RFTs) and Purchase Orders (POs) issued by SEA unless explicitly agreed otherwise in writing.

These requirements do not apply to suppliers of indirect goods or services.

Note: This latest revision of this document is available from the Business Management System and the SEA website - https://www.sea.co.uk/terms-of-business.

2. SUPPLIER ACCEPTANCE AND OBLIGATIONS

Suppliers accepting SEA RFQ, RFT or Purchase Order confirm that:

- They understand all requirements contained within this document
- They are capable of conforming to these requirements
- They will notify SEA in writing immediately if compliance cannot be achieved

Deviation from any requirement in this document is prohibited unless formally approved by SEA in writing in accordance with Section 11.0.

3. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

3.1. Certification

Suppliers shall maintain a Quality Management System certified to ISO 9001 as a minimum. Certification shall be issued by a UKAS-accredited body or an International Accreditation Forum (IAF) recognised equivalent.

Where additional quality system approvals are required (e.g. AS9100), these will be specified at RFQ/RFT stage and/or on the Purchase Order.

3.2. Certified Scope

Suppliers and sub-tier suppliers shall only provide products and services that fall within the approved scope of their certified management system.

4. CONTRACT AND ORDER REVIEW

Suppliers shall perform a documented contract/order review prior to acceptance that confirms:

- Capability to meet technical, quality and delivery requirements
- Availability of required resources and infrastructure
- Compliance with applicable statutory and regulatory obligations
- Ability to meet any unstated but necessary requirements for intended use

Records of contract review shall be retained.

5. PRODUCT CONFORMITY, INSPECTION AND TEST

5.1. General

Suppliers shall ensure that appropriate inspection, verification, validation and testing activities are applied to all products and services supplied to SEA.

5.2. First Article Inspection (FAI)

Where contractually required, First Article Inspection Reports (FAIR) shall be completed in accordance with AS9102, unless otherwise specified by SEA.

6. CERTIFICATE OF CONFORMITY (CofC)

A Certificate of Conformity shall accompany every delivery to SEA and shall include, as a minimum:

- SEA and Supplier part numbers and revision status
- Quantity supplied
- Serial numbers where applicable
- Batch / trace numbers
- Material, process and inspection standards applied
- Shelf life and cure dates where applicable
- Identification of any NDT, calibration or functional tests performed
- Reference to any approved deviations, permits or concessions
- Authorised signatory name, role and signature
- Any additional documents that the supplier is contractually required to provide, where those requirements are specified on the part number definition, engineering drawing(s), or the purchase order.

COTS items supplied by non-OEM or non-franchised distributors shall include documented traceability to the OEM. Also see Section 8.2.

7. IDENTIFICATION, PACKAGING AND PRESERVATION

7.1. Identification

All items shall be clearly identified and labelled with:

- SEA Purchase Order number
- Part number and revision
- Description
- Quantity
- Serial numbers where applicable

7.2. Packaging and Preservation

Suppliers shall ensure that products are packaged and preserved to prevent damage, corrosion, contamination, ESD events or deterioration during handling, transportation and storage.

As a minimum:

- Internal threads shall be protected using plugs or equivalent
- External threads shall be suitably protected against impact damage
- Machined uncoated steel surfaces shall be protected with an approved corrosion inhibitor
- Seal areas shall be protected against corrosion and impact damage
- Electrical and delicate components shall be protected against ESD and mechanical damage

Any special or bespoke packaging requirements defined on the SEA Purchase Order shall be complied with.

8. SPECIAL PRODUCT CONTROLS

8.1. Commercial Off-The-Shelf (COTS) Items

COTS components shall only be sourced from OEMs or OEM-authorised franchised distributors unless formally approved by SEA.

Where electrical or electronic COTS components are supplied by non-authorised distributors, accreditation to AS9102 and full OEM traceability is required. Where traceability is incomplete, SEA may permit supply subject to approval and supplementary testing in accordance with AS6081. This is only permissible where written approval has been granted by SEA in accordance with Section 11.0.

8.2. Counterfeit Prevention

8.2.1. Purpose

This section defines mandatory requirements for suppliers to prevent the introduction of counterfeit, fraudulent, or suspect items into the SEA supply chain.

8.2.2. Scope

These requirements apply to all suppliers providing materials, components, or equipment to SEA, including Commercial Off-The-Shelf (COTS) items.

8.2.3. Requirements

8.2.3.1. Authentic Sourcing

All COTS components supplied to SEA shall be sourced directly from the Original Equipment Manufacturer (OEM) or from OEM-authorised franchised distributors.

Suppliers shall maintain documented traceability to the OEM and objective evidence of the chain of custody.

8.2.3.2. Independent Distributors and Grey Market Sources

Procurement from independent distributors or grey market sources is prohibited unless prior written approval is granted by SEA.

Requests for approval shall be submitted using SEA Form FRM-SC-006 – Supplier Deviation Application. Approval will only be granted where the supplier demonstrates compliance with SAE AS6081 or an equivalent counterfeit mitigation process acceptable to SEA.

8.2.3.3. Reference Standards

Where applicable to the product and supply role, suppliers shall implement counterfeit prevention controls aligned with one or more of the following standards:

- DEF STAN 05-135
- SAE AS5553
- SAE AS6174
- SAE AS6081

8.2.3.4. Supplier Responsibilities

Suppliers shall:

- Implement counterfeit avoidance and detection controls appropriate to the products supplied
- Flow down applicable requirements to sub-tier suppliers
- Retain objective evidence of compliance and make records available to SEA upon request
- Notify SEA within **one business day** of any suspected or confirmed counterfeit material

8.3. ESD Control

Suppliers shall comply with BS EN 61340-5-1 and maintain documented ESD control procedures.

8.4. Foreign Object Debris (FOD) Prevention

Suppliers shall ensure all delivered items are clean and free from foreign objects. Use of a FOD prevention programme aligned with AS9146 is recommended.

8.5. Elastomers

All elastomer items shall be supplied in UV-resistant, sealed packaging and shall be clearly identified with the following information:

- SEA part number and/or drawing number and revision
- Manufacture and/or cure date
- Shelf life
- Batch and/or trace number

The SEA Purchase Order shall state when individual packaging is required.

8.6. Lifed Items

All goods with a limited shelf life or usage life shall be clearly identified with the following information:

- SEA part number and/or drawing number and revision
- Manufacture date and/or cure date
- Shelf life or usage life
- Batch number

The SEA Purchase Order shall state when individual packaging is required.

Unless otherwise specified on the SEA Purchase Order, all shelf-life controlled materials shall be delivered to SEA with a minimum of 80% remaining shelf life.

8.7. Printed Circuit Boards (PCB) and Electrical Assemblies

PCB and electronic assemblies, unless otherwise stated on the PO or associated manufacturing data, shall be:

- Manufactured in accordance with IPC-J-STD-001, Class 3
- Inspected and tested to applicable IPC Class 3 standards
- Manufactured only by personnel trained and certified to the applicable standards

9. TRACEABILITY

Suppliers shall maintain documented traceability, as a minimum, for:

- Materials and components back to source (including mill certificates and test reports)
- Processes used in product realisation
- Inspection, test and measurement equipment
- Personnel performing manufacture, inspection and test
- Approved deviations and rework

10. NON-CONFORMING PRODUCT

Suppliers shall identify, segregate and control non-conforming product to prevent unintended use or delivery.

Suppliers shall not perform rework that deviates from approved processes or materials without prior written approval from SEA via SEA “Suppler Deviation Application Form” FRM-SC-006.

Non-conformances identified after delivery shall be reported to SEA within 1 business working day.

10.1. Notice of Escape

Where a Supplier identifies (or reasonably suspects) that non-conforming product has been delivered to SEA and/or has escaped into SEA’s production, integration, test, support activities, or onward delivery to SEA’s customer (an “escape”), the Supplier shall issue a Notice of Escape to SEA and support immediate containment and investigation.

- **Notification timeframe:** Notify SEA within one business day of discovery/suspicion, or immediately where safety, regulatory, or programme critical impact is possible.
- **Minimum information:** SEA PO number, part number(s) and revision, batch/serial numbers, quantity affected, description of non-conformance, dates shipped/delivered, and known/likely locations (SEA site, work order, build stage, or customer where applicable).
- **Containment:** Provide immediate containment actions and instructions (e.g., stop-ship, sorting/inspection criteria, quarantine/return guidance) and confirm whether additional suspect stock exists at the Supplier or sub-tier Supplier.
- **Traceability support:** Support SEA with rapid traceability to identify all potentially affected deliveries, lots, serials, and associated documentation.
- **Investigation and corrective action:** Initiate root cause analysis and corrective action in line with the Supplier’s QMS and provide updates and evidence upon request.
- **Communications:** The Supplier shall not contact SEA’s customer regarding the escape unless explicitly authorised by SEA in writing.

11. DEVIATIONS, PERMITS AND CONCESSIONS

Requests to deviate from any requirement shall be submitted using SEA Form FRM-SC-006– Supplier Deviation Application.

No deviation shall be implemented without written approval from SEA Quality.

12. RECORDS RETENTION

Suppliers shall retain all quality, inspection, test, certification and traceability records for a minimum of 10 years, or as contractually required, and make records available to SEA upon request.

13. SUB-TIER SUPPLIER CONTROL

Suppliers are responsible for ensuring that all sub-tier suppliers and subcontractors comply with:

- Applicable quality management system certification requirements
- Relevant requirements of this document
- All requirements of PO

14. RIGHT OF ACCESS AND AUDIT

SEA reserves the right to conduct audits of suppliers and relevant sub-tier suppliers with reasonable notice.

Supplier development activities may be initiated where performance improvement is required.

Please see SEA Supplier Improvement Policy for further details, which can also be found at https://www.sea.co.uk/terms-of-business.

15. DEFINITIONS:

Term/Acronym	Definition
SEA	Systems Engineering & Assessment Ltd.
Supplier	Any external organisation or individual providing products and/or services to SEA under a RFQ, RFT or Purchase Order.
Sub-tier Supplier	Any supplier or subcontractor used by a Supplier to fulfil SEA contractual requirements.
Direct Goods and Services	Products or services that directly affect the quality, safety or conformity of SEA deliverables.
Indirect Goods and Services	Products or services that do not affect delivered product conformity (e.g. office supplies, facilities maintenance).
QMS	Quality Management System used to direct and control an organisation with regard to quality.
COTS	Commercial Off-The-Shelf items available as standard catalogue products.
OEM	Original Equipment Manufacturer responsible for design and manufacture of a product.
CofC	Certificate of Conformity confirming supplied goods or services meet specified requirements.
RFQ	Request for Quotation issued by SEA to obtain pricing, delivery and compliance information for specified goods or services.
RFT	Request for tender

16. DOCUMENT CONTROL

Version Number	Issue Date	Summary of Changes
1	11 Aug 2026	First issue transferred N0194 SQAR . No content changed, moved to new template and taxonomy as per BMS 2.0 project. Standing Approval to transfer without review and approval as long as no content changed. issue