



CGS STANDARD

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REGISTRAZIONE DELLE MODIFICHE / CHANGE RECORD			
EDIZIONE <i>ISSUE</i>	DATA <i>DATE</i>	AUTORIZZAZIONE <i>CHANGE AUTHORITY</i>	OGGETTO DELLA MODIFICA E SEZIONI AFFETTE <i>REASON FOR CHANGE AND AFFECTED SECTIONS</i>
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



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1. SCOPE

This document provides the general requirements applicable for all items or activities provided by external contractors to CGS 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

CGS Suppliers are divided in three categories:

- a) **Producer:** Supplier that, starting from a Technical Specification issued by CGS develops the required documentation and manufactures the product.
- b) **Subcontractor:** Supplier that manufactures a product according to CGS Supplied Data Package.
- c) **Commercial Of The Shelf (COTS) Supplier:** Supplier that sells to CGS 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/Contract

Requirements specified in this document must be considered as integral part of the Order/Contract itself. For orders of standard parts and materials, the depth of implementing these quality requirements shall be at discretion of the Supplier's Quality department, unless otherwise stated by the Buyer's Quality department.

Applicability details of the requirements are given in the relevant document "Statement of Work (SOW)" of the Contract.

The Supplier shall inform in advance CGS of any new sub-contract(s), change of sub-contractor(s), and change of production plant.

1.2 ACRONYMS LIST

CGS	Compagnia Generale per lo Spazio
ECSS	European Committee for Space Standardization
EEE	Electrical, Electronic and Electromechanical
EIDP	End Item Data Package
GQA	Government Quality Assurance
PA	Product Assurance
PM	Project Manager
SE	System Engineer
SOW	Statement Of Work

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2. DOCUMENTS

2.1 APPLICABLE DOCUMENTS

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

2.2 REFERENCE DOCUMENTS

- RD1. UNI EN 9100:2009 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 170 NATO guide for the delegation of government quality assurance
- RD6. ISO 9001:2008 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

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3. REQUIREMENTS

3.1 CONTRACTOR ORGANIZATION

The general organization of the Supplier's Quality System must be compliant with the requirements of AS 9100 and/or to the standards UNI/EN ISO9001:2008.

3.2 CONTRACTOR RESPONSIBILITIES

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

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

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

- a. The Contractor shall be fully responsible for all the execution of the activities/tasks and the fulfillment of the objectives mentioned in the contract and attached documents unless otherwise stated.
- b. the Contractor 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 Contractor 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 CGS to fully exploit (in terms of availability, functionalities and performances) the subject-matter of the procurement defined in the Contract.
- d. the Contractor shall be responsible to provide the Customer with the contractual Deliverables
- e. **For projects where RD2 is applicable all requirements of the contract of which the present specification is part may be subject to GQA as per RD2. The contractor shall be notified of any GQA activity to be performed.**

3.3 CGS RIGHTS

3.3.1 ACCESS TO DOCUMENTATION

During the course of the contract CGS 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 CGS personnel in both paper and electronic form.

3.3.2 PARTICIPATION TO MEETINGS/REVIEWS

The CGS has the right to participate to any contractor or sub-contractor meetings as deemed necessary. CGS shall be notified two weeks in advance about the meetings and shall be invited to attend to the above.

CGS reserves the right to attend any meeting/review of the contractor or its subcontractors as deemed necessary and will notify the contractor of its intention in advance. To this end, the contractor shall regularly publish a meeting calendar, so as to keep CGS informed in due time about the meeting logistics (place, time, topic).

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3.3.3 ACCESS TO PREMISES AND PLANTS

Access to the places where the industrial activities are carried out shall be granted to CGS, 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.

3.4 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 CGS PM.

3.5 SPECIFICATIONS

CGS shall provide specifications for custom developed items. The contractor/supplier shall track any CGS requirement throughout the developed documentation and its verification method. Any discrepancy among requirements shall be immediately reported to CGS. In case of doubt on the interpretation of a requirement the contractor shall mandatorily request a clarification.

The formal acceptance of any item by CGS or the positive passing of any milestone review doesn't constitute in any way a relieving of contractor's duties in terms of fulfillment of a requirement.

The contractor 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 CGS 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. CGS has the right to examine them at any time at supplier premises.

3.7 PACKAGING AND HANDLING OF SUPPLIES

Handling and storage of CGS 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 CGS together or in advance respect to the delivery of HW.

3.8 NONCONFORMANCES

Any nonconformance to contractual requirements shall managed agree to ECSS-Q-ST-10-09C.

3.9 TEST FACILITIES

All facilities used for the testing of CGS HW shall be in conformance with ECSS-Q-20-07. 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 CGS on request.

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3.10 CE CONFORMITY MARKING

If the order/contract 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 INVENTORY RECORD

The supplier shall record, store, maintain, refurbish, 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. CGS shall have the possibility to perform audits and physical inspection of all project assets as per ECSS-M-ST-10.

3.12 SUBCONTRACTORS, SUPPLIERS AND EXTERNAL CONSULTANTS

The supplier shall be responsible for the work of any subcontractor, sub-supplier and /or consultant used in the framework of the business contract. It will be contractor's responsibility to transfer to its subcontractors/suppliers the same conditions holding towards CGS.

3.13 WORK TRANSFERRED TO THIRD PARTIES

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

3.14 ACCEPTANCE AND FINAL DELIVERY

Except when specified differently in the business agreement the supply object of the contract, 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 contract, as described in the applicable SOW, will become property of CGS.

The acceptance by CGS of the supply specified in the SOW is dependent on the issue by the supplier of a certification that all documentation is compliant with contractual requirements..

3.15 FINANCIAL AUDITS

In the case of a cost reimbursement contract, CGS 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.