



Provider Contract Review

Quality/Procurement/Logistics Requirements

VERSION : q






This document sets out the general requirements regarding Quality, Procurement and Logistics for purchased or sub-contracted products.

These requirements apply to all equipment ordered by Amphenol – Air LB France.



Document issue:

INDICE	DATE	OBJET DE LA MISE A JOUR
q	24/07/2023	Addition of §6 CyberSecurity and §7 Product Safety + §3.5 Modification with addition of SNCF + minor modifications + §3.4 FAI + §3.9.1 Deliverables
p	09/05/2022	§3.2 regrinded material + §3.9 delivables email +§5.4 ethical addition + §2.8 et 3.13 audit action plan response time
o	07/05/2019	Revision of the conditions for accepting requirements. Deleting the acknowledgement of receipt
n	02/01/2019	Modification to document structure + add FOD and EN9102 + supplier substitution by provider
m	13/03/2018	Add §13 « Counterfect parts » and §14 « Personal Communication »
l	19/04/2016	Modification §3 “PACKAGING”
k	31/08/2015	Add §1.12 “Conflict Minerals”
j	11/12/2014	Modification to document structure AQF/AQPP procedure review Addition of document receipt confirmation
i	27/08/2014	Change of address for Amphenol-AirLB France site
Ø	08/03/2003	Création

Supplier Quality Manager Charline RENEAUX Visa : 	Purchasing Manager Vincent BREST Visa : 	Quality Director Vincent BEYRIES Visa : 
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Without notification from you within 10 working days of the date of issue of this document, acceptance of the requirements will be tacitly accepted.

If necessary, your contacts are:
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Contents

1.	GENERAL TERMS AND CONDITIONS	4
2.	PURCHASING REQUIREMENTS	4
2.1	Confirmation and execution of the order	4
2.2	Blanket order.....	4
2.3	Safety stock.....	5
2.4	Procurement plan	5
2.5	Capacity and production	5
2.6	Treatment of delivery delays	5
2.7	Management of obsolescence	5
2.8	Provider rating	5
2.9	Financial analysis.....	6
3.	QUALITY REQUIREMENTS.....	6
3.1	Technical specifications.....	6
3.2	Materials	6
3.3	Management of tools	6
3.4	First article (FAIR: First Article Initial Report)	7
3.5	Modification	7
3.6	Management of waivers.....	7
3.7	Statistical Control and Monitoring of Critical Characteristics.....	7
3.8	Quality control	7
3.9	Deliverables	8
3.9.1	Content.....	8
3.9.2	Transmission of deliverables	8
3.10	Non conformities	8
3.11	Traceability	9
3.12	Provider documents and storage period.....	9
3.13	Access to supplier site.....	10
3.14	On-site audit.....	10
3.15	Personnel information and personnel training	10
4.	LOGISTICAL REQUIREMENTS	10
4.1	Conformity of packaging	10
4.2	Deliveries	11
4.3	Deliverables	12
4.4	Delevery times and address	12
5.	Environnemental and ethical management system	13
5.1	Requirements	13
5.2	REACH / RoHS regulations and waste management	13
5.3	Conflict Minerals	13
6.	ETHICS	13
7.	CYBERSECURITY	14
8.	PRODUCT SECURITY	14
9.	GUIDES.....	14

GENERAL TERMS AND CONDITIONS

*The quality of Amphenol Air LB France products, a prerequisite for client satisfaction, depends to a large extent on the performance, manufacturing resources and verification of its providers.
Amphenol Air LB France therefore requires its providers to adopt a QUALITY ASSURANCE approach that encompasses the following concepts.
Note: The term "product" is used throughout this document to denote a physical item or a service, depending on the nature of the purchase.*

2. PURCHASING REQUIREMENTS

2.1 Confirmation and execution of the order

Simply by accepting the order, the provider confirms that it has received all the information for its execution.
The provider shall provide the customer with an ARC within 48h upon receipt of the order.

The provider is responsible for requesting any further information it requires for defining, manufacturing or inspecting the product..

In all cases, a specific number will be assigned to each purchase order.

It will resume all the conditions of purchase :

- Order number
- Name product
- Amphenol Air LB product number
- Unit price
- Quantity
- Drawing number with issue
- Delivery date

Every change of the terms of the order will necessarily result in a new edition.

The provider will implement all actions to respect the date requested by Amphenol Air LB.

Before confirming acceptance of the order, the provider will check that it has all the documents referenced in the order and its appendices, in the right versions.

2.2 Blanket order

In the case of a blanket order, Amphenol Air LB France will issue the provider with firm delivery calls as its needs arise. The corresponding quantities will be automatically deducted from the blanket order.

Each delivery call will be sent to the provider by mail and/or fax.

This document gives:

- The provider's order number ;
- The corresponding blanket order number ;
- The reference to be supplied and the corresponding relevant documentation ;
- The quantity to be delivered and the delivery date ;
- The unit price and total price before tax ;
- The various certificates required (associated with the Supply range) ;
- Any packing required ;
- The balance of the global order ;
- Signature.

The delivery date and quantity stated on the delivery call cannot be changed by the provider.
However, the provider will examine with Amphenol Air LB France the possibility of supplying additional quantities, or amending the delivery dates according to the market demands experienced by Amphenol Air LB France.



2.3 Safety stock

When a blanket order is set up, the provider agrees to make a safety stock available to Amphenol Air LB France. Therefore, as a documented part of a blanket order, Amphenol Air LB France undertakes to set the rhythm for this safety stock to be provided by the provider.

When a supply contract is placed, the quantity of the safety stock will be set in Appendix A for each reference covered by this contract.

2.4 Procurement plan

With the agreement of both parties, a provisional procurement plan will be drawn up for each reference in Appendix A of the Supply delivery contract. This appendix provides the provider with a view of Amphenol Air LB France's needs over a rolling twelve-month period, allowing it to schedule its production and plan its future workload.

In the absence of a contract, the blanket orders may provide the provider with this overview.

Deliveries will take place either through one-time orders or as part of a procurement plan (blanket order) that will be validated as and when the needs arise through firm delivery calls: dates and quantities to be delivered.

2.5 Capacity and production

Undertake to keep pace with us in terms of capacity:

- for the stated volumes: according to the references ;
- for a +30 % increase without investment and without price increases (weekend work) ;
- for a +50% increase without investment and without price increases (weekend work) ;

Notify us in writing of the production rate above which investment in tooling would be required;

Undertake procurement from sub-contractors (second tier) providing all quality guarantees. The provider shall ensure that second tier sub-contractors guarantee the traceability of their operations (e.g. conformity certificate, dimensional or thickness measurements);

2.6 Treatment of delivery delays

The provider shall notify the Purchasing Department if the initially agreed delivery time cannot be respected, indicating the corrective measures it intends to take to reduce these delays and minimise the harm caused, providing a new delivery schedule or timetable for approval.

Any delay caused by the provider must be the subject of an express shipment at the provider's expense.

2.7 Management of obsolescence

The provider is required to notify Amphenol Air LB France via the "SCNF" document as soon as it learns of the obsolescence or risk of obsolescence of a product or component involved in the supply of the product.

The provider is required to guarantee the necessary deliveries up to validation of the replacement product.

The provider undertakes to use the raw material approved during the presentation of the first articles. If a change is made, the provider must revise the whole specifications, and re-submit the parts for first article acceptance. **The provider shall guarantee zero defects with respect to Amphenol Air LB France's requirements on raw materials.**

2.8 Provider rating

The provider will be assessed monthly on the basis of its logistics and quality performance (ALF)

A quarterly rating, including the logistics and quality performance, audit results (PPM and ALF) and response time to non-compliance identified, treatment of ALFs and quality of responses to 8Ds, meeting of deadlines, risk analysis, response time following consultation, will be issued at the start of the following quarter.

Depending on this rating, a request for an action plan may be made by the Procurements Department. Monitoring is then carried out jointly with the Purchasing Manager and the Provider Quality Manager.



The provider shall then present the corrective and preventive actions and the root causes of the poor quality or logistics performance.

If a major recurrence occurs, the provider may be summoned and/or audited.

2.9 Financial analysis

In this relationship with these providers, we would like to be able to gather reliable information about the sustainability of these partners.

As such, financial health is at the forefront of this analysis

To do so, the provider will send one time a year its tax forms => Balance sheet (assets/liabilities) of the company

This document will be considered confidential and cannot be disclosed by the client, unless the provider agrees in writing.

3. QUALITY REQUIREMENTS

3.1 Technical specifications

The products, key components of the finished products of Amphenol Air LB France, shall be delivered in compliance with:

- current monitoring plans validated by Amphenol Air LB France;
- the first articles validated by Amphenol Air LB France;
- parts drawings and specifications, and the appendices validated by Amphenol Air LB France (with current tolerances and indices)

The service provider may not make any technical modifications (in particular, no modification of the drawings or change of material) without prior written authorization from the customer, using the attached "SCNF" document.

3.2 Materials

The materials shall be able to be stored in their packaging without deterioration of their functional characteristics in an ambient temperature within the range -20°C to +40°C.

The provider shall inform the customer of risk of obsolescence, or of supply disruption, identified with his level.

The regrinded material is prohibited.

3.3 Management of tools

Production equipment belonging to Amphenol Air LB France must be identified by labels supplied by Amphenol Air LB France and must be affixed to the tools.

The means of production and control will be insured by the service provider. The service provider is responsible for the safekeeping of these means.

Routine maintenance of these means and keeping them in good condition is the responsibility of the contractor. In the event of fault or negligence in the maintenance of these means, their replacement, as well as any resulting interventions, will be the sole responsibility of the service provider.

Modifications requested by Amphenol Air LB France will be charged to Amphenol Air LB France.



3.4 First article (FAIR: First Article Initial Report)

In order to obtain authorization to mass-produce parts to drawing, the supplier must systematically submit a first article review (FAI in accordance with EN9102), with the aim of bringing product manufacturability into line as quickly as possible, and maintaining manufacturing control at all times.

The request applies in the following cases:

- production of a new product ;
- an interruption in production for 24 months;
- modification of manufacturing source, process, control method(s), manufacturing site, tooling or materials that could potentially affect geometry, interfaces or function, or a modification to a numerical control program;
- design changes affecting part geometry, interfaces or function;
- any other event, whether or not related to human factors, which may affect the manufacturing process.

The Service Provider must enclose the complete FAI file with the 1st delivery, which will be identified as the "1st item" batch. The customer reserves the right to refuse any delivery of parts for a given drawing revision without a validated FAI, except for standard catalog items.

In the particular case of FAI following an interruption > 2 years, the supplier may confirm by e-mail that the product is still manufactured according to the approved FAI, and must in this case send only a dimensional statement.

A standard form can be supplied by the customer on request.

3.5 Modification

The provider is required to inform the customer via the "SCNF" document :

- any significant changes or changes in its structure, organization and quality system, including acquisitions or affiliations, with other companies
- introduction, change of ERP (Enterprise Resource Planning) management system
- major organisational modification (personnel in key posts: Head of Department, Managers)

To inform us of any derive or change that may affect the final quality of the product in accordance with § "First Article".

3.6 Management of waivers

In the event that the service provider has detected a temporary or exceptional non-conformity with Amphenol AIR-LB France's requirements, the provider shall send a written waiver to the Supplier Quality Service who are the only person authorized to approve the dispatch of the products.

The product concerned shall be identified by means of a special label stating: "Products under waiver" in addition to the usual label.

3.7 Statistical Control and Monitoring of Critical Characteristics

The Critical Characteristics (Cc) are identified by the symbol Cc on the drawings.

Product/process capability (Cp and Cpk) will have to be realized during the 1st article presentation and a monitoring need to be in place during the product's life.

3.8 Quality control

The provider is obliged to carry out the necessary quality controls (self-inspection and technical characteristics) so that we can send the products to the production line without further checks.

The Provider shall be responsible for carrying out the necessary checks, in order to prevent any delivery of counterfeit products, or inclusion of potentially counterfeit components, in the products delivered to the customer.

Counterfeit not exhaustive example: false marking or labelling identification, inaccurate class, false serial number, false date-code, falsified documentation or falsified performance characteristics.



3.9 Deliverables

3.9.1 Content

Each delivery will be accompanied, in addition to the Delivery Note, by a Declaration of Conformity (in accordance with NF EN ISO/CEI 17050 or NFL 00-015) relating to Amphenol Air LB France specifications:

- parts drawing, detail drawing, Protection Specification (SP), ...
- inspection report
- results of physico-technical tests in accordance with specifications
- names of subcontractors used for surface treatment, together with treatment thickness results;
- quantities by date code or batch number;

These documents must be signed and dated by the supplier's Quality Manager. Preferably sent by e-mail.

These documents will be completed, according to the supplier's order, with :

- a material certificate ;
- a thickness measurement ;
- a heat treatment certificate (TTH);
- dimensional inspection report.

3.9.2 Transmission of deliverables

Sending deliverables by e-mail is preferred and should be sent to the following address:

docs-livraison@amphenol-airlb.fr

The subject of the email should, as far as possible, indicate the number(s) of the order(s) concerned.

IMPORTANT Note: the delivery note must always be physically present with the product(s)

3.10 Non conformities

Important: In addition to non-conformities in raw materials, the provider is responsible for the finished product supplied by Amphenol Air LB France to its client.

Following notification by Amphenol Air LB France of its dissatisfaction, relations with the provider may be terminated if no action is taken to correct the non-conformities.

Any non-compliance detected by the client is subject to a notice of dispute: (ALF).
It will be send by mail to the provider.

A supply dispute notice (ALF) will be issued in the following cases:

ALF-Quality (monthly and quarterly rating impact) piloted by quality department.

- products that do not conform to the monitoring plans, drawings, appearance and specific characteristics in this contract review
- non-compliance with the requirements defined in this document

ALF-Reception (only monthly rating impact) piloted by purchasing department.

- deviations in delivery $\pm 5\%$;
- deviations in price $\pm 100\text{€}$;
- delivery delays resulting in production shutdown at Amphenol Air LB France m+1;
- absence of identification on the packaging. ;
- non-compliance with logistical requirements.



Procedure :

- declaration of the dispute to the provider by Amphenol Air LB France ;
- technical remedial action by the provider within 12 h ;
- replacement of the defective batch by the provider within 24 h;
- corrective action plan by the provider :
 - within 48 h for immediate actions (3D);
 - within 72 h for short-term actions (6D)
 - within 8 days for long-terms actions (8D)

The provider is required to perform a defect analysis and provide it to us on 8D.

Financial settlement of the dispute:

In the event of a non-conformity recognised in this contract review, a financial dispute will be initiated.

This will include:

- cost of the defective materials ;
- all product non-conformities (specifications; dimensions; appearance etc.) ;
- extra costs incurred (repair, internal scrapping etc.) ;
- transport costs when deliveries are returned by Amphenol Air LB France;
- credit for defective parts (DPPM);
- credit for the delivery delay.

Amphenol Air LB France also reserves the right to apply a dispute initiation fee of 150 Euros.

For a dubious item, additional inspections at the provider's works may be required at no additional cost.

The recovery of non-compliant products will be at the provider's expense and will have to be done within a negotiated time with AALB France purchasing department.

3.11 Traceability

The production batch number shall provide traceability of the product delivered:

- product components and batch numbers ;
- processing conditions: resources and manpower ;
- quantity of products from the same batch ;
- full traceability of the sub-contractor for the surface treatment;
- each lot will be physically separated if grouped in the same pack.

3.12 Provider documents and storage period

Unless otherwise stated, documents relating to the provision shall be **stored for 10 years protected from damage or loss**.

These documents are :

- drawings and nomenclatures;
- manufacturing instructions;
- test and inspection procedures;
- manufacturing orders;
- monitoring plans;
- inspection and/or measurement reports;
- records of production inspections and tests;
- records of verifications and calibrations of monitoring and measuring equipment; - exemptions on product / process;
- list of production tools and monitoring/measuring tools;
- surface treatment thickness readings;
- thermal treatment, hardness etc.readings;
- first article report with sample parts.

These documents can be stored under paper or electronic format



3.13 Access to supplier site

Provide Amphenol Air LB France, its customers and regulatory authorities with the right of access to all relevant site premises and applicable documented information at any level of the supply chain.

3.14 On-site audit

To allow Amphenol Air LB France to carry out periodic audits in order to measure compliance with product and process requirements, as well as the proper functioning of its management system.

The service provider undertakes to set up a continuous improvement program following the various audits carried out by Amphenol AIR-LB France, and to rapidly achieve compliance with the points of demerit raised. **The action plan must be returned within 1 month of receipt of the report.**

3.15 Personnel information and personnel training

The provider must ensure that personnel are aware of :

- their contribution to product compliance by achieving quality objectives (PPM and ALF number) or service (service ratio)
- their contribution to product safety
- the importance of an ethical behavior
- the prevention of FOD (Foreign Object Damage, Debris), foreign body that may cause damage.

Ensure that the production personnel are trained in the process in accordance with the requirements of Amphenol Air LB France's specifications.

4. LOGISTICAL REQUIREMENTS

4.1 Conformity of packaging

In general (unless specific written requests on the purchase order), the provider must ensure that their packaging fully preserves the product of all damage during transport and during handling at the customer.

The provider shall ensure zero claims for packaging errors.

The right products in the right packaging with the right label and of the right quality.

Conditioning unit:

- The provider must use preferentially the range of cartons (GALIA) below:
 - C40 Carton : 300x200x90mm
 - C13 Carton : 400x300x200mm
 - C16 Carton : 300x210x125mm
 - C10 Carton : 600x400x300mm
- **The weight of packing units should not exceed 15 kilograms.**
- The conditioning unit must be **delivered closed**,
- The conditioning unit other than cardboard Galia will be conducted so as to monitor and count the pieces without destroying the packaging unit ;
- The packaging unit is marked with a label put on top for C40 cartons and on the small side for the rest of the references.



Label for each box stating:

- identification of the client: Amphenol Air LB France;
- product name: (indicated on the drawing);
- Amphenol Air LB France product reference + Bar code;
- provider reference;
- quantity per package;
- production date;
- Number by packaging;
- The Amphenol Air LB France Purchase Order + Bar code;
- Delivery Number + Bar code.

For sending out series, please give the full name of the applicant.

Technical documentation will be placed in the overpack package.
The delivery order will be placed on the package overpack.

Conditioning and overconditioning is the responsibility of the provider, except for crosspieces

The provider must give priority to recyclable packaging and containers.

The use of calibration particles with a risk of pollution (FOD) is prohibited (example: expanded polystyrene, PE PP chips, cork, etc.)

Limit the number of different materials and promote recyclable materials (wood, cardboard, paper, PP, steel, PE (excluding douffine).

Metal strapping is prohibited.

4.2 Deliveries

The provider shall notify Amphenol Air LB France of any delivery failures.

- **Depending on the references:**
Amphenol Air LB's procurement manager will send his firm requirements for a 3-month period. Quantity / Delivery date. A provisional theoretical annual quantity will be notified.
- **Pour les autres références :**
Notification of firm requirements.

The delivery date will be indicated on the order and in the shipping invoice.

The quantity / date combination will be respected.



4.3 Deliverables

The delivery note will indicate:

- Purchase order number ;
- The line number of the purchase order ;
- Amphenol Air LB France article number ;
- Provider reference (if available) ;
- Delivered quantity ;
- Batch number.

IMPORTANT: The supplier must indicate on each invoice :

- the CUSTOMS NOMENCLATURE (SH6 minimum) mentioned on the purchase order for each item.
- the CUSTOMS ORIGIN of each item as indicated on the purchase order.
- the CUSTOMS VALUE mentioned on the purchase order for each item.
- Incoterm and designated place of delivery (Incoterm 2020 version).
- Amphenol Air LB France EORI number (FR777 343 955 00061).
- If applicable, any customs status allowing preferential origin advantages and facilitating the supplier's customs formalities (Approved Exporter, REX Registered Exporter, GSP, AEO). For GSP, provide preferential origin documents (EUR 1, EUR2, EUR MED, Certificate of Origin).

The provider undertakes to always respect the delivery periods in order to meet the planning requirements fixed by Amphenol Air LB France, as regards in particular the presence of all accompanying administrative documents. The provider shall inform Amphenol Air LB France of any vague or contradictory information identified in the Purchase - Quality - Technical requirements provided by Amphenol Air LB France.

4.4 Delivery times and address

8am to 12pm and 1pm to 5pm
N.B. Fridays closed at 12pm

Amphenol Air LB SAS
2, Rue Clément Ader – ZAC de Wé
08 110 Carignan - FRANCE

5. Environmental and ethical management system

5.1 Requirements

Amphenol Air LB France is aware of the increasing importance of environmental problems in our society and also in the industrial world and is committed to an environmental approach based on best-practice consumption of natural resources, reduction of waste production and prevention of pollution. In order to achieve its aims, Amphenol Air LB France has implemented an Environmental Management System based on ISO 14001. This internationally recognised standard ensures an efficient and effective approach to continuous improvement.

Providers are invited to follow Amphenol Air LB France in this approach. However, as this is voluntary, compliance with the following instructions is required as a minimum:

5.2 REACH / RoHS regulations and waste management

The service provider must comply with all applicable regulations (Reach - RoHS...):

- REACH : <https://www.ecologie.gouv.fr/reglementation-reach>
- RoHS : <https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000024316242/>

The provider must be able to provide proof of compliance with government requirements for “controlled, toxic and hazardous substances”.

The service provider must ensure that specific industrial waste is collected and processed through environmentally-accredited channels.

5.3 Conflict Minerals

Amphenol is committed to sourcing responsibility and considers mining activities that fuel conflicts as unacceptable. Amphenol's efforts related to conflict minerals are aligned to the work of the CFSI (Conflict Free Sourcing Initiative).

Includes conflict minerals (tin, tungsten, tantalum or gold).

The quick changes in the regulatory environment, either in the USA or in the European Community could lead us to request you to disclose the detailed origin (name and detailed information of the smelter) of the conflict minerals included in the parts or services supplied by your company, if the latter is concerned with such process.

6. ETHICS

Amphenol Corporation, including its affiliates and subsidiaries (“Amphenol”), is committed to respecting human rights in its global operations and supply chain. Our policy has been developed to ensure that working conditions for suppliers are safe and that workers are treated with dignity and respect. This policy is based on recognized international standards, including the International Labor Organization, the United Nations Universal Declaration of Human Rights as well as industry best practices. Amphenol seeks to continually strengthen its partnerships with its suppliers based on a shared commitment to transparency, collaboration and mutual respect.

We recognize that our suppliers are independent businesses and the exclusive employers of their workers. However, the actions of our business partners can be attributed to Amphenol, affecting not only our reputation, but also the level of trust we have earned. Although Amphenol understands that our suppliers operate in a variety of different legal, geographic and cultural environments, we expect all suppliers to comply with this policy and hope that our suppliers will strive to exceed these standards.

AMPHENOL group links on this subject, referring to:

- https://staphsustainability.blob.core.windows.net/files/APH_Code%20of%20Business%20Conduct%20and%20Ethics.pdf
- <https://www.amphenol.com/docs/global-human-rights-policy>

Amphenol has authorized a third party company to collect data from our suppliers through its management system. This company will contact your departments regularly to validate this “responsible supplier work” policy.



7. CYBERSECURITY

Cybersecurity means protecting computers, servers, mobile devices, electronic systems, networks and data against malicious attacks. Amphenol-AirLB France requires its service providers to take risks into consideration, and to take appropriate measures to ensure business continuity:

- Network security involves protecting the computer network against intruders, whether targeted attacks or opportunistic malware.
- Application security aims to protect software and devices against threats. A corrupt application could open the door to the data it is supposed to protect. A reliable security system is recognized at the design stage, well before a program or device is deployed.
- Information security ensures the integrity and confidentiality of data, whether stored or in transit. Operational security covers the processes and decisions involved in handling and protecting data. User authorizations for network access and procedures defining data storage and location fall under this heading.
- Disaster recovery and business continuity specify how a company responds to a cybersecurity incident or other event causing loss of operations or data. Disaster recovery policies govern the way in which a company recovers its operations and information to regain the same ability to function as before the event. Business continuity refers to the plan on which a company relies while trying to operate without certain resources.
- End-user training focuses on the most unpredictable factor of all: people. Anyone can accidentally introduce a virus into a usually secure system by not following good security practices. Teaching users to delete suspicious attachments and not to plug in unidentified USB sticks is essential to a company's security.

8. PRODUCT SECURITY

Amphenol-AirLB France has a unique responsibility to its customers: to prevent accidents. That's why ensuring the highest levels of product safety is Amphenol-AirLB France's top priority.

Amphenol-AirLB France expects all its employees, whatever their function, to be aware of their contribution to safety in their day-to-day work, and to do their utmost to ensure that safety is never compromised. Employees are encouraged to report immediately any problem that could threaten product safety.

9. GUIDES

Amphenol-AirLB France provides guides to help its service providers in their support and improvement initiatives:

- [Supplier Change Notification Form \(SCNF\)](#)
- [Cybersecurity Guide](#)
- [Foreign object damage prevention program \(FOD\)](#)
- [8D Method](#)
- [Counterfeit parts prevention guide](#)