




## Supplementary requirements for external calibration service providers

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## 1 Scope

These provisions are based on the requirements of international standards AS 9100, AS 13100, ISO 9001, ISO 19443, ISO 17025, and the requirements of SEKO Aerospace, a.s. customers, to ensure their transfer to the external provider (hereinafter referred to as the supplier) within the applicable scope.

## 2 Applicability

These provisions are applicable to all external calibration service providers of SEKO Aerospace, a.s. (hereinafter referred to as the customer), designated by the purchasing manager or quality manager. By accepting and acknowledging the order, the requirements of this document become binding for the supplier.

## 3 Definition

Abbreviation	Definition
<b>QMS</b>	Quality Management System

## 4 Requirements

All references to standards and specifications in this document and/or order always apply to their latest valid revision.

### 4.1 Quality Management System

The calibration supplier must have an established Quality Management System (QMS) to the extent necessary for the execution of the order, which meets the minimum QMS criteria in accordance with the document [PI07-15\\_ Supplementary Quality Requirements](#).


### 4.2 Repair

All measuring/monitoring equipment that requires repair for any reason must be documented by the calibration provider and submitted for approval to the customer's representative. Any repair proposals must be submitted in writing for approval before the repair begins. Additional evaluation costs, if incurred, may only be charged for items clearly identified as requiring repair.

### 4.3 Subcontractors

The customer expects that the order will be processed directly by the supplier who received the order for the requested service. If, for any reason, the supplier cannot perform the work at the designated location, the customer's representative must be informed of this situation. If subcontracting is approved by the customer's representative, the requirements stated in this

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document and all accompanying documents must be passed on and applied to each subcontractor involved in the work.

#### 4.4 Delivery Time

The customer expects that the processing time for measuring/monitoring equipment will not exceed 10 working days. This period starts from the day the equipment is received by the supplier or from the start of the supplier's activity at the customer's site. The supplier must immediately inform the customer's representative of any issues that could prevent meeting the 10-day deadline.

#### 4.5 Calibration

The calibration performed must comply with the manufacturer's specifications, the requirements stated in the order (if applicable), and must be carried out according to the supplier's documented procedures.


Any special requirements regarding calibration must be specified in the order.

Preventive maintenance of the measuring/monitoring equipment, in accordance with the manufacturer's recommendations, must be completed before the start of calibration.

A report containing at least the following information must be prepared and attached to each calibrated measuring/monitoring device:

- Unique identification of the measuring/monitoring equipment (customer's labeling, serial number, etc.),
- Standards and equipment used, traceable to national or international standards,
- Calibration values (if applicable, i.e., actual values),
- Calibration range (calibration points),
- Accuracy of the calibrated equipment (if applicable),
- Calibration Date,
- Calibration results outside of tolerance (if specified),
- Calibration report number,
- Environmental conditions, such as temperature and humidity, under which the calibration was performed,

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- Reference to the calibration document, national or international standards (e.g., BS/ISO/AW) under which the calibration was performed. If requested in the order, also include customer specifications or requirements,
- Information, who and where the calibration was performed.

#### 4.6 Sending Non-Conforming Measuring/Monitoring Equipment

In the event of suspicion that non-conforming measuring/monitoring equipment may have been sent to the customer (e.g., non-conforming standard, error in records, failure to follow calibration procedures, etc.), the supplier is required to inform the customer within 24 hours of discovery. For this purpose, the supplier will use [Form S05 Pr. 18](#), which is available in the current version at [www.sekogroup.com](http://www.sekogroup.com).

#### 4.7 Retention of Documented Information

Calibration records of measuring/monitoring equipment for the customer must be retained in accordance with the document [PI07-15\\_ Supplementary Quality Requirements](#) for the Order, for both data within tolerance and data outside of tolerance. The supplier must ensure the traceability of this information and provide it to the customer within 48 hours upon request.

#### 4.8 Communication

For communication with the customer and for sending electronic calibration reports, it is recommended to use the email address [metrology@sekogroup.com](mailto:metrology@sekogroup.com)

### 5 Change History

Rev.	Description of change	Changed by	Date
NC	Initiated document	Ladislav Sedláček	21.10.2024

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