

## SUPPLIER REGISTRATION PRE-QUALIFICATION

### SUPPLIER INFORMATION

#### 1. COMPANY DETAILS

Full Legal Business Name:		Parent Company:	
Registered Address:	City:	State:	Zip Code:
Country:	Telephone:		
Web Site:	Fax:		
CAGE/ Vendor Code(s):			
Trade License Number:			
VAT Registration (Mandatory for U.A.E. VAT registered Company):			

#### NAMES AND ADDRESSES UNDER WHICH COMPANY CONDUCTED BUSINESS IN THE PAST

Name	Address	Date (From - To)

#### 2. ORGANIZATION

Aviation  Aviation Technical Services  General Technical Services  Other

Business Size:  Small ( $\leq 50$ )  Medium ( $>50 \leq 250$ )  Large ( $>250 \leq 500$ )  Enterprise ( $> 500$ )

Number of Employees: Technical \_\_\_\_\_ Non-Technical \_\_\_\_\_

#### 2.A. CURRENT AVIATION CUSTOMERS


#### 2.B. KEY CONTACT DETAILS

Function	Name	Title	Phone	Email
SCM				
Quality				
Finance				
Legal				

#### 3. PAYMENT TERMS AND BANK DETAILS

NOTE: All invoice documents from supplier are to be emailed in soft copy to our Accounts Payable- Finance Department: [ap@ammroc.ae](mailto:ap@ammroc.ae)

Account Name	
Bank Name	
Branch Name and Address	
Account Number	
Sort Code	
SWIFT Code	
ABA Routing Number	
Account Currency	
IBAN (If applicable)	



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## 4. TYPE OF BUSINESS AND SERVICES

Please fill in the details to describe your organization and the platforms for which services could be provided. Select more than one option, if applicable

4.A. BUSINESS CLASSIFICATION	4.A.1 SUPPORTED PLATFORMS
<b>Original Equipment Manufacturer (OEM)</b> <input type="checkbox"/> Aircraft <input type="checkbox"/> Engine <input type="checkbox"/> Component <input type="checkbox"/> Expendable/Consumables	<input type="checkbox"/> AIR <input type="checkbox"/> ARCHANGEL <input type="checkbox"/> AERMACCHI <input type="checkbox"/> TRACTOR <input type="checkbox"/> C-130/L100 <input type="checkbox"/> AVANTI <input type="checkbox"/> BLACKHAWK <input type="checkbox"/> C-17 <input type="checkbox"/> DASH-8 <input type="checkbox"/> CN235/CN295 <input type="checkbox"/> F-16 <input type="checkbox"/> GROB <input type="checkbox"/> HAWK <input type="checkbox"/> KING AIR <input type="checkbox"/> MIRAGE <input type="checkbox"/> MRTT <input type="checkbox"/> PILATUS <input type="checkbox"/> TWIN <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>OEM Licensed/Authorized/Recognized</b> <input type="checkbox"/> Manufacturer <input type="checkbox"/> MRO <input type="checkbox"/> Distributor	
<b>Regulator Approved/Authorized</b> <input type="checkbox"/> MRO <input type="checkbox"/> Design Agency <input type="checkbox"/> STC/PC/PMA Holder	
<b>Certified to International/Accreditation Standards</b> <input type="checkbox"/> Manufacturer(AS9100) <input type="checkbox"/> MRO(AS9110) <input type="checkbox"/>	
<input type="checkbox"/> <b>Other Aviation Technical Service Provider</b> _____	
<b>4.A.2 AIRCRAFT SECTIONS COVERED (Please select applicable ATA Chapters)</b> <input type="checkbox"/> ATA 00-18 (Aircraft General) <input type="checkbox"/> ATA 20-49 (Airframe Systems) <input type="checkbox"/> ATA 50-57 (Structure) <input type="checkbox"/> ATA 60- 67 (Propeller/ Rotor) <input type="checkbox"/> ATA 70- 92 (Power Plant)	
<input type="checkbox"/> <b>Calibration/Inspection (Not-Aircraft Specific)</b> <input type="checkbox"/> <b>Non-Aviation Service Provider; Type of</b> _____	

## 5. QUALITY MANAGEMENT SYSTEM

### 5.A. ACCREDITATION/ CERTIFICATION DETAILS

Please fill in the certifications details relevant to the organization type selected in 4.A. Attach copies or provide web page link to certificates. (Section 'Mandatory' for all except OEM's, its optional for Aircraft, Engine and Aviation Component/Part OEM)

Requirements	Yes	No	Certificate No.	Expiry Date	Certifying Agency
<b>OEM</b>					
<b>License/Authorization/Recognition's (Manufacturer/MRO/Distributor)</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Approval/Authorizations from Regulator (Part 145/MIL 145/Part 21/STC/Part 147)</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>International/Accreditation Standard Certifications (AS9100/AS9110/AS9120/ASA100/170 25)</b>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Industry/ Trade Memberships</b>	<input type="checkbox"/>	<input type="checkbox"/>			



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<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>			
_____					

### 5.B. LIST OF MANDATORY DOCUMENTS (FOR ALL EXCEPT AVIATION OEM's)

*Not Applicable for Aircraft, Engine and Aviation Component/Part OEM*

**NOTE: '✓' if required document is attached or '✗' if the required document is not provided. Supplier approval and ranking is based on review of submitted documents**

- Recent External Audit Report (Regulator or Independent Third Party)
- List of Product Non-Conformities reported by Customers (Minimum last 06 Months)
- List of Internally reported Process and Product Non-Conformities (Minimum last 06 Months)
- List of Airworthiness and supporting documents provided along with components and services

### 5.C. LIST OF ADDITIONAL MANDATORY DOCUMENTS (ONLY FOR AVIATION MRO SERVICE PROVIDERS)

- Approved Capability List, to cover Platform wise (Selected in 4.A.1) Part Numbers and depth of maintenance
- Sample Authorized Release Certificate/Certificate of Conformity, if other than FAA8130-3/EASA Form1
- List of personnel authorized to issue Authorized Release Certificate/CoC

### 5.D. QUALITY ASSURANCE QUESTIONNAIRE

	Yes	No	N/A
Is your organization an Aircraft, Engine or Aviation Component/Part OEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>If yes, it is optional to respond to the below questions</i></b>			
Is there a process to qualify vendors and sub-contractors associated with your organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide copy of procedure (as attachment)</i>			
Is there a process to assess and authorize new/existing service capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide copy of procedure (as attachment)</i>			
Do you have facilities to test aviation products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide evidence for Test Facility Co-relation or Acceptance to OEM Standards (as attachment)</i>			
Do you have access to OEM technical reach back support and Current Technical Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide list of OEM's and Platforms (as attachment)</i>			
Do you have specific retention period for document/record associated with the product/service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, State the max period of retention _____</i>			
Do you have a process to authorize personnel involved in Aviation Product related services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide copy of procedure (as attachment)</i>			
Do you provide or utilize New Surplus, Military Surplus, Factory New or PMA Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide list of documents maintained to establish its continued airworthiness (as attachment)</i>			
Are there any activities on aviation products that are outsourced to a Sub-Tier vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide list of such outsourced maintenance activities on aviation products (as attachment)</i>			
Do you have a mechanism to monitor Sub-Tier vendors engaged for required services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please state such provisions (as attachment)</i>			
Are there any Warranties/Guarantees provided for the products/services provided by you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please state such provisions (as attachment)</i>			
Do you have a process to identify Suspected Unapproved or Counterfeit parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide copy of procedure (as attachment)</i>			
Do you perform Batch Splitting or Re-distribution of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide copy of procedure (as attachment)</i>			



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Are the spares utilized to render the required services traceable to an authorized/approved source?

If yes, briefly describe the means of traceability (as attachment)

Any additional information:

### 6. COMPLETED BY

**NOTE:** Any changes in the provided information shall be notified to AMMROC immediately on company letter head signed by authorized signatory. (Bank details changes must be communicated directly to [ap@ammroc.ae](mailto:ap@ammroc.ae))

By signing this document, We hereby declare and certify the all information provided within including Appendix 1 (Legal and Financial Compliance), Appendix 2 (AMMROC's Supplier Code of Conduct) and associated mandatory documents are authentic and accurate.

Signing this document also acts as acceptance of Appendix 3 (Purchase Order (PO) Terms and Conditions), unless otherwise defined and mutually agreed by parties as a separate contract such as Basic Ordering Agreement (BOA)/ General Terms Agreement (GTA) etc.

AMMROC reserves the right to visit and audit any approved supplier. The supplier must make their facility available for on-site audits by AMMROC personnel with reasonable notice.

For and on behalf of:

Company Name:

Name of Authorized Signatory (Power of Attorney Holder):

Title:

Contact Number:

Signature:

Company Stamp:

Date:



### 7. TO BE COMPLETED BY AMMROC SUPPLIER QUALITY

Approval Status:

Approved

Rejected

Assessment Comments:

**NOTE:** In case of approval, has to be accompanied with QMS 400-014, Supplier Approval Certificate.

Name:

Staff Number:

Signature:

Date:

## SUPPLIER REGISTRATION PRE-QUALIFICATION

### Appendix 1 - Legal and Financial Compliance

Appendix 1.A. LEGAL COMPLIANCE				
		Yes	No	N/A
1	Has your company performed government contracts in the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your company have export jurisdiction and classification for the products/services it provides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does your company have a Legal Compliance Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does your company have a Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does your company have an Export Control/Trade Compliance program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your company provide relevant training to the employees that includes; - Compliance with Export Control and Sanction Laws - Identification of "Red Flags" for possible violations and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does your company perform denied/restricted party screening for customers and transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is your company currently or has it been in the last three (3) years, involved in any material litigation or arbitration (plaintiff or defendant)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to question 8 is Yes, please provide further details below				
Appendix 1.B. FINANCIAL COMPLIANCE				
		Yes	No	N/A
1	Has the Company received qualification from auditors on their financial statements in the last three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the company have any claims from vendors outstanding beyond six (6) months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the company have any receivables pending from customers beyond six (6) months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does your website provide audited Financial Statements? Please provide the link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	In case point 4 is not applicable, provide the last two (2) years audited Financial Statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	We agree to invoice based on the Terms and Conditions of the Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does your company have an IT security policy covering management of email account misuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix 1.C. LEGAL AND FINANCIAL MANDATORY DOCUMENTS				
NOTE: '✓' if required document is attached or '✗' if the required document is not provided. Supplier approval and ranking is based on review of submitted documents				
<input type="checkbox"/> NDA is mandatory in case of sharing confidential information with supplier such as technical drawings, shareholder information or if supplier requires access to customer base.				
<input type="checkbox"/> Trade License/ Business License (issued by government authority)				
<input type="checkbox"/> Audited Financial Statements (last 2 years)				
<input type="checkbox"/> VAT Registration Certificate, Mandatory requirement for UAE VAT registered companies.				
<input type="checkbox"/> Owner Passport, Emirates ID, Mandatory requirement for UAE based companies.				
<input type="checkbox"/> Classification Certificate reflecting grading (issued by Municipality), Mandatory for Facilities Refurbishment, Contracting suppliers.				
<input type="checkbox"/> Ministry of Labor Approval, Mandatory for Recruitment, manpower providers.				

### Appendix 2 – Supplier Code of Conduct

The Advanced Military Maintenance Repair Overhaul Center Code of Conduct extends to our supply base. Therefore, all AMMROC's suppliers are expected to adhere to the Supplier Code of Conduct. This Code does not replace contractual terms and conditions in the event that a Supplier is awarded a contract by AMMROC.

#### ETHICS

##### **Conflict of Interest**

Suppliers must avoid Conflicts of Interest and shall not enter into a financial or any other relationship with an AMMROC employee or any other situation that creates any actual, potential or perceived conflict of interest for AMMROC.

They must understand that a conflict of interest arises when the personal interests of the AMMROC employee are inconsistent with the responsibilities of his/her position with the AMMROC. Supplier must ensure any of its employees who are dealing with AMMROC shall disclose any (potential) conflict of interest situation immediately to the AMMROC Compliance Team. All such conflicts must be disclosed and corrected. Even the appearance of a conflict of interest can be damaging to AMMROC and to you as a supplier and must be disclosed and approved in advance by AMMROC management.

To disclose any conflict of interest, contact the Compliance Team at: [ammroccompliance@ammroc.ae](mailto:ammroccompliance@ammroc.ae)

##### **Gifts and Gratuities**

Suppliers must refrain from offering money, gifts, special hospitality treatment or other financial benefits that may influence decision making. Although giving gifts is acceptable in some cultures, AMMROC requests that suppliers respect its policy of not accepting gifts.

Suppliers must also refrain from unethical or compromising practices in relationships, actions or communications. Instead, they shall ensure that any expenditure incurred in connection with any current or future transaction with AMMROC is transparent and duly incurred in the ordinary course of business.

##### **Improper Payments**

Bribes, kickbacks and similar payments for the purpose of obtaining or retaining business related in any way to AMMROC are strictly prohibited. Employees, suppliers and agents acting on behalf of AMMROC are strictly prohibited from accepting such considerations under any circumstances.

##### **Transparency**

Suppliers shall provide data and information required by AMMROC for registration.

Suppliers shall provide accurate, honest data and information and shall not attempt to conceal or alter factual information.

##### **Confidential Information**

Proper management of confidential information is critical to the success of both AMMROC and suppliers. Suppliers must protect all AMMROC information, electronic data and intellectual property with appropriate safeguards. Any transfer of confidential information must be executed in a way that secures and protects the intellectual property rights of AMMROC and its suppliers. Supplier personnel shall comply with AMMROC policies concerning information and data security.

Suppliers may receive our confidential information only as authorized by a signed Confidentiality or Non-Disclosure Agreement and must comply with their obligations to not disclose the confidential information.

All Suppliers shall sign a Non-Disclosure Agreement (NDA) with AMMROC and shall comply with NDA terms and conditions.

Suppliers shall not make use of intellectual property belonging to other organizations without written permission to do so. If necessary, Suppliers shall provide evidence of such permission to AMMROC.

All information provided to Suppliers/Service Providers within RFP or RFQ and Awarding process and all subsequent communications is strictly confidential and is not permitted to be disclosed or discussed with any other Suppliers/Service Provider or individuals outside this Invitation for RFP or RFQ and Awarding.

Suppliers shall not use the information except as permitted by the agreement and to protect the information from misuse or unauthorized disclosure. Our suppliers can expect AMMROC to similarly safeguard their confidential information when authorization is provided to AMMROC. Suppliers may not use the AMMROC trademark, image, or other materials to which AMMROC owns the copyright, unless explicitly authorized.

AMMROC suppliers must comply with the laws, rules, regulations and AMMROC policies of the countries and locations in which they operate. They are expected to be familiar with the business practices of their suppliers and subcontractors and ensure they operate according to this code of conduct.

**Environment**

Suppliers are expected to conduct their operations in a way that minimizes the impact on natural resources and protects the environment, customers and employees. They must ensure their operations comply with all laws related to air emissions, water discharges, toxic substances and hazardous waste disposal.

AMMROC may discontinue its relationship with suppliers who fail to comply with this code.

**Communication**

Suppliers are expected to assist AMMROC in enforcing this Supplier Code of Conduct by communicating its principles to their supervisors, employees and suppliers.

**Agreement and acknowledgement**

If you have any relatives working at AMMROC please state their name(s) and position in the space below:

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If you or any of your staff have previously worked for AMMROC state the date you/they left the organization:

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### Appendix 3 – Purchase Order (PO) Terms and Conditions AMMROC PURCHASE ORDER

**NOTE: All Terms and Conditions listed in the PO must be fulfilled.**

#### SUPPLIER QUALITY MANUAL

This Purchase has been placed under the Provisions of QMS 100-019 Supplier Quality Manual ([https://www.ammroc.ae/services-and-support/supplier-portal/Supplier Quality Manual](https://www.ammroc.ae/services-and-support/supplier-portal/Supplier%20Quality%20Manual))

#### ADDITIONAL NOTES WITH RESPECT TO ADVANCE PAYMENT

An advance payment bank guarantee from the Supplier in a format acceptable to AMMROC is required when advance payments either individually or cumulatively exceed AED 1 million or the equivalent in other currencies. No advance payments shall be made prior to AMMROC's receipt of such original advance payment guarantee.

#### ADDITIONAL NOTES WITH RESPECT TO INVOICING

- All invoices must reference an AMMROC Purchase Order number and must be submitted with the following supporting documentation or otherwise stated on the Purchase Order:
  - Invoices for the supply of goods within the United Arab Emirates – Invoices must be tax compliant and submitted with (an) acknowledged delivery note(s) signed by an AMMROC representative.
  - Invoices for the supply of goods from international suppliers – Invoices must be submitted with a copy of the packing list/bill of lading.
  - Invoices for services – Invoices must be tax compliant and submitted with a proof of delivery of services i.e. a certificate of completion of services or/and timesheets, both signed by an AMMROC authorized representative.
- UAE based suppliers providing Tax Invoices must itemize on the invoice the VAT amount separate from the Product/Service Amount. The invoices must mention the Tax Registration Number (TRN) of the supplier and AMMROC's TRN.
- Invoices can be submitted either in original or scanned copy via email to [ap@ammroc.ae](mailto:ap@ammroc.ae).
- All Original invoices MUST be addressed and submitted/delivered directly to:  
Attention: Accounting Manager  
Accounts Payable (Finance) Department  
AMMROC (Advanced Military Maintenance Repair and Overhaul Center) LLC  
PO. BOX 93443 (Near Al Ain Airport)  
Abu Dhabi  
United Arab Emirates
- Invoices shall be paid as per the credit terms mentioned in the Purchase Order. The commencement of the credit term will start from the date the invoice along with the required supporting documentation as required in 1) above has been received and approved by the Accounts Payable Department at the address mentioned in 4) above.
- All queries relating to payment should be addressed to [ap@ammroc.ae](mailto:ap@ammroc.ae).

#### ADDITIONAL NOTES WITH RESPECT TO EXPORT CONTROL:

- Suppliers delivering ITAR or EAR Controlled Goods under Export Control Laws are required to provide AMMROC with the Export Control Classification Number (ECCN) and/or ITAR control category under the United States Munitions List (USML), via email to [supplierprofile@ammroc.ae](mailto:supplierprofile@ammroc.ae).

#### ADDITIONAL NOTES WITH RESPECT TO SHELF LIFE ITEMS:

- 80% shelf life must remain on age controlled items upon receipt of the Item at AMMROC.
- Goods with Shelf Life must be delivered with Material Safety Data Sheet, Technical Data Sheet and if required, Temperature Control Record in addition to Certificate of Conformity.