	Technical Instruction PO-TI-013	Doc.-No.: TI-44899-51857 Revision: 9 Date: 13.04.2026 Status: released Page: 1 of 23
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Title	Incoming Inspection & products storage
Purpose	Defines the procedure to follow for the incoming inspections and the products storage locations.

0. General

This Technical Instruction is applicable to all staff performing incoming inspection activities within the H55 Production Organisation. The staff has to ensure that :

1. He/she is granted of the appropriate authorization level by being part of the Quality Inspector list (REF-[4]) available on
W:\PO\1_ADMINISTRATIVE\12_POA_PROCEDURES\141_POA PLANS & FORMS, or
2. is working under the supervision of an authorized Quality Inspector (Q/I) as per item 1 above.

This TI addresses what needs to be done and checked during the incoming inspection process and the products storage requirements.

Standard techniques and best practices that are addressed in REF-[5] must be observed and applied as well.

0.1 List of Tasks

The incoming goods will be:

- Identified
- Checked for transport damage
- Unpacked and counted or weighed as required
- Checked for correct certificate
- Assigned to the purchase order items
- Recorded for the goods receipt



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1. Administrative checks

1.1 Delivery Note vs. Purchase Order

- Check that the delivery note refers to the purchase order number in Odoo (PXXXXX)
- Check that the P/N, descriptions and quantities correspond to the purchase order in Odoo

NOTE : the delivery note must be uploaded in the chatter of the Odoo reception (CDL/IN).

The screenshot shows the Odoo interface for a reception (CDL/IN) document. The document ID is CDL/IN/03120. The 'Receive From' field is SWISS-TUBE LN Industries SA. The 'Destination Location' is CDL/Input. The 'Back Order of' field is CDL/IN/03083. The 'Scheduled Date' is 07/07/2023 14:54:17, and the 'Effective Date' is 09/02/2024 10:06:59. The 'Delay' is 216.00, and the 'Source Document' is PO1596. The 'Chatter' section on the right shows a message from Alexandre Wick (AWI) dated February 9, 2024, stating 'The initial demand has been updated.' Below this message, a PDF file named '2113_001.pdf' is attached, which is highlighted with a green box. The 'Product' table below shows a demand of 442.00 units for the product '[44116-47870] Sleeve'.

1.2 Lot Number & Serial Number

For material dedicated to production, traceability is required and has to be mentioned or linked to the delivery note :

- Lot number and/or
- Serial number

NOTE : The goods that are intended to be used for R&D purpose must be identified using the "FOR R&D PURPOSE ONLY" sticker.



IMPORTANT : "FOR R&D PURPOSE ONLY" sticker is strictly forbidden when there is a Quality Control Point (QCP) defined.

NOTE : the lot/serial number shall be created at the Odoo reception (CDL/IN).

Validate
Print
Print Labels
Cancel
Draft
Ready
Done

☆ **CDL/IN/03152**

Receive From: SWISS-TUBE LN Industries SA	Scheduled Date [?] : 22/03/2023 14:54:17
Destination Location: CDL/Input	Deadline [?] : 22/03/2023 14:54:17
Back Order of [?] : CDL/IN/03120	Delay: 0.00
	Source Document [?] : P01596

Operations

Additional Info

Note

Product	BOM part revision	Demand	Quantity	Unit	
[44116-47870] Sleeve		7,891.00	7,891.00	Units	
[45109-35888] Sleeve P45B AL		2,900.00	2,900.00	Units	

1.3 Certificate of Conformity

1.3.1 A Certificate of Conformity (CoC or CofC) states that the delivered goods conform to the H55 purchase order and the manufacturer’s specifications. This certificate is mandatory for all purchase orders dedicated to the serial production.

1.3.2 A CoC shall at least contain :

- H55 PO number
- Manufacturer name & letterhead (including company information like address etc)
- P/N, its revision and the part description
- L/N or S/N
- Dedicated statement that the goods conform to the H55 PO & manufacturer’s specifications
- Potential reference to a request of derogation or concession. In that case, the validity of the request of derogation must be controlled against a valid H55 signature (Quality Manager).

NOTE : the CoC shall be uploaded in the dedicated field of the Odoo “Lot/Serial Number”.



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Lot/Serial Number ?
2503-0008

Product ? [45683-59449] Cell Monitoring Board 28-33-07_CM

On Hand Quantity 1.00 Units

Internal Reference ?

Part Revision

COC ?

Form 1 ?

Company H55 SA

Deviation

Request For Deviation (RFD)	name	RFD name
Add a line		

CAUTION : any other relevant documents that are specified on the purchase order, such as specific reports, shall also be uploaded in the dedicated field of the Odoo “Lot/Serial Number”.

- 1.3.3 The part revision referred in the CofC shall be compliant with the Purchase Order and the “Part Revision” field of the “Lot/Serial Number” shall reflect the CofC and be filled accordingly.
- 1.3.4 For electronic boards (PCBA), if the Purchase Order (PO) requires to upload/flash a bootloader (BTL) and/or Firmware (FW) and/or Software (SW), the CofC shall confirm the performance of this uploading/flashing operation.
- 1.3.5 When such an uploading/flashing operation is completed, the “Part Revision” field of the “Lot/serial Number” shall reflect the CofC and be filled according to the following syntax : XX-BTLaa-FWbb-SWcc where :



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- XX is the revision of the part (Hardware)
- -BTLaa, -FWbb, -SWcc, are the fields respectively related to the Bootloader (BTL), Firmware (FW) and Software (SW) revisions, if they are present (each field is optional). With :
 - o aa is the revision of the bootloader (BTL)
 - o bb is the revision of the firmware (FW)
 - o cc is the revision of the software (SW)
- The syntax requires to have no space between letters/figures
- Examples :
 - o 01-FW4.0 means part/hardware revision = 1, Firmware revision = 4.0.
 - o 02-BTL1.0-SW3.0 means part/hardware revision = 2, Bootloader revision = 1.0, Software revision = 3.0.

Lot/Serial Number ?

2410-P0219

Product ? [45495-37413] Cell Monitoring Board 4 Cores

On Hand Quantity 0.00 Units

Internal Reference ?

Part Revision 01-BTL2.0


COC ? CoC @ IN 04535.pdf

Form 1 ? [Upload your file](#)

Company H55 SA

Deviation	Request For Deviation (RFD)	name	RFD name
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[Add a line](#)

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The CoC can be delivered in several ways :

1.3.6 CoC as a separate document

CERTIFICATE OF CONFORMITY

Date: 12/10/22
Customer name: H55 SA
Customer order number: PO1078
MDS invoice number: 854441

To whom it may concern:

We hereby certify that the following items on our invoice conform to the requirements of the purchase order.

1. MDS part number LFX18A1-BS12 conforms to the specification of requested item LFX18A1-BS12.
2. Serial 2202019LFX18A1-BS1200006 / 2110022LFX18A1-BS12000021




For and on behalf of: J Bates
MDS Battery Ltd.



1.3.7 CoC printed on the delivery note

The CoC can be mentioned by a sentence on the delivery note / packing list:



MOUSER ELECTRONICS

Mouser Electronics Inc
1000 N. Main Street
Mansfield, TX, 76063
Ph: (800) 346-4673
www.mouser.com

SHIP TO:
H55
ROUTE DE CHANDOLINE 25E
SION , , 1950
SWITZERLAND
Attention: LIONEL BOVIER
4127565596

Customer Service Representative:
INTERNET CUSTOMER SERVICE

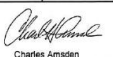
PACKING LIST

PAGE NO. 1 / 1

Invoice No.:	67812862
Ship Date:	May 11 2022
Shipping Method:	DHL WW PRIORITY EXP
Order Date:	May 11 2022
Customer Number:	5825941
Contact Name:	LIONEL BOVIER
Purchase Order Number:	P00735

LN	Mouser Part Number Manufacturer Part Number Description	Customer Part Number	Date Code Lot Code	Quantity Ordered	Quantity Shipped	Quantity Pending
001	700-MAX6063BEURT MAX6063BEUR+T Maxim Integrated Voltage References Precision, Micropow ROHS: compliant	US HTS: 8542.39.0001 ECCN: EAR99	1814 0003726224	20	20	0

CERTIFICATE OF COMPLIANCE - Mouser Electronics, Inc. hereby certifies that the products furnished on this shipment were purchased solely from the original manufacturer or through the manufacturer's authorized distribution. The original manufacturer warrants and certifies that the products they produce meet their specifications. Evidence of this warranty and certification is maintained at the manufacturer and/or at Mouser. This pack list is the Evidence of Conformity that this shipment meets the requirements of Mouser's Quality Management System and/or Customer Purchase Order requirements agreed on between Mouser and Customer. Environmental compliance per producer documentation.


Charles Ambler
DIRECTOR OF QUALITY

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1.4 Certificate DIN 50049 / EN 10204 category 2.1 or 3.1

Certificate 2.1: The manufacturer declares that the delivered products are compliant with the PO requirements.

Certificate 3.1: The manufacturer declares that the delivered products are compliant with the PO requirements. Furthermore, the declaration contains test results executed according to the official or technical regulations mentioned in the product specifications, or as requested on the purchase order.

1.5 EASA Form 1

Concerns parts delivered by an approved Production Organisation (with POA certificate issued by the competent aviation authority).

It is meant "to certify that an aircraft part or product is in acceptable condition for safe operation".

The POA reference must be listed on the certificate; inspection should verify that the approval is still valid (e.g. on the manufacturer's web site).

Note: For more details of how to fill an EASA Form 1 refer to our PO-PR-15.

In case of doubt, contact the Quality Manager.

1. Approving Competent Authority / Country / <i>Autorité Compétente / Pays</i> DIRECTION GENERALE DE L'AVIATION CIVILE FRANCE		2. AUTHORISED RELEASE CERTIFICATE <i>Certificat Libérateur Autorisé</i> EASA FORM 1 <i>Formulaire 1 de l'EASA</i>			3. Form Tracking Number <i>N° de repère du Formulaire</i> FORM1-2020-030	
4. Organisation Name and Address / <i>Nom et Adresse de l'Organisme</i> : SOCIÉTÉ DUC Aérodrome de Villefranche-Tarare 289 Avenue Odette & Edouard Durand 69620 Frontenas - FRANCE					5. Work Order/Contract/Invoice <i>Bon de commande/Contrat/Facture</i> CC-CMD-2020-2462	
6. Item / <i>Item</i>	7. Description / <i>Description</i>	8. Part No. / <i>N° de pièce</i>	9. Qty / <i>Qté</i>	10. Serial No. / <i>N° série</i>	11. Status/Work / <i>Etat/Travaux</i>	
1 2 3 4	Three-blade Inconel FLASH-R certified propeller M8x130 FLASH-R propeller Bolts Kits 3-blade spinner Ø260mm Mounting plate Ø260mm [ROTAX]	H-FSH_3-D-R_I_RX_C V-CHC8-130 C-260_3 P-260_3-RX	1 6 1 1	073 N/A 057 057	New New New New	
12. Remarks / <i>Remarques</i> The Inconel FLASH-R propeller, Right (TC Number : EASA P.038) is composed of : - 3 Blades (FSH-D-R_I_C): 241+244+246 - 2 Half-hub (DMFSH-3-AV_RX_C/ DMFSH-3-AR_RX_C): 65+65 The Inconel FLASH-R propeller, Right is sent disassembled						
13a. Certifies that the items identified above were manufactured in conformity to : <i>Certifie que les éléments identifiés ci-dessus ont été fabriqués conformément aux :</i> <input checked="" type="checkbox"/> approved design data and are in a condition for safe operation <i>données de conception approuvées et sont en état de fonctionner en toute sécurité</i> <input type="checkbox"/> non-approved design data specified in block 12 <i>données de conception non approuvées spécifiées dans la case 12</i>			14a. <input type="checkbox"/> Part 145.A.50 Release to Service <i>Approbation pour remise en service selon Partie 145.A.50</i> <input type="checkbox"/> Other regulation specified in block 12 <i>Autre réglementation précisée en case 12</i> Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part 145 and in respect to that work the items are considered ready for release to service. <i>Certifie que, sauf indication contraire précisée en case 12, les travaux identifiés en case 11 et décrits en case 12, ont été réalisés conformément à la Partie 145 et qu'au vu de ces travaux, les pièces sont considérées prêtes à la remise en service.</i>			
13b. Authorised Signature / <i>Signature autorisée</i> 		13c. Approval/Authorisation Number <i>Numéro d'agrément d'autorisation</i> FR.21G.0273		14b. Authorised Signature / <i>Signature autorisée</i>		14c. Certificate/Approval Ref. No <i>N° du Certificat/Agrément</i>
13d. Name / <i>Nom</i> Mr. MARTIN		13e. Date (dd mmm yyyy) / <i>Date (jj mmm aaaa)</i> 2 dec 2020		14d. Name / <i>Nom</i>		14e. Date (dd mmm yyyy) / <i>Date (jj mmm aaaa)</i>
USER/INSTALLER RESPONSIBILITIES / Responsabilités de l'utilisateur/installateur This certificate does not automatically constitute authority to install the item(s). <i>Ce document ne constitue pas forcément l'autorisation d'installer l'(es) item(s)</i> Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. <i>Quand l'utilisateur/installateur travaille selon les réglementations d'une autorité de navigabilité différente de l'autorité de navigabilité mentionnée dans la case 1, il est essentiel que l'utilisateur/installateur s'assure que son autorité de navigabilité accepte les items libérés par l'autorité de navigabilité mentionnée dans la case 1.</i> Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown. <i>Les indications portées en cases 13a et 14a ne constituent pas une certification de montage. Dans tous les cas le dossier d'entretien de l'aéronef doit contenir une certification d'installation délivrée conformément aux règlements nationaux par l'utilisateur/installateur avant que l'aéronef puisse voler.</i>						

EASA Form 1 Issue 2 / Formulaire 1 de l'EASA Edition 2

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1.6 FAA Form 8130-3

Concerns parts delivered by an organisation holding a Parts Manufacturer Approval (PMA). This approval is granted under the related FAA regulations by the design holder; it is not limited to US companies.

Like the EASA Form 1, the Form 8130-3 is meant to certify that the part is in acceptable condition to be installed on an aircraft.

The PMA reference must be listed on the certificate; and inspection should verify that the approval is still valid (e.g. on the manufacturer's web site).

In case of doubt, contact the Quality Manager.

1. Approving Civil Aviation Authority/Country: FAA/United States		2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:
4. Organization Name and Address:					5. Work Order/Contract/Invoice Number:	
6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:	
12. Remarks:						
13a. Certifies the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in a condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 12.			14a. <input type="checkbox"/> 14 CFR 43.9 Return to Service <input type="checkbox"/> Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.			
13b. Authorized Signature:		13c. Approval/Authorization No.:	14b. Authorized Signature:		14c. Approval/Certificate No.:	
13d. Name (Typed or Printed):		13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):		14e. Date (dd/mmm/yyyy):	
User/Installer Responsibilities						
<p>It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.</p> <p>Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.</p> <p>Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.</p>						

FAA Form 8130-3 (02-14)

NSN: 0052-00-012-9005

1.7 Non-conformity of documents

If a non-conformity is observed in the above mentioned documents, the procedure described in chap. 2.2.3 must be applied.

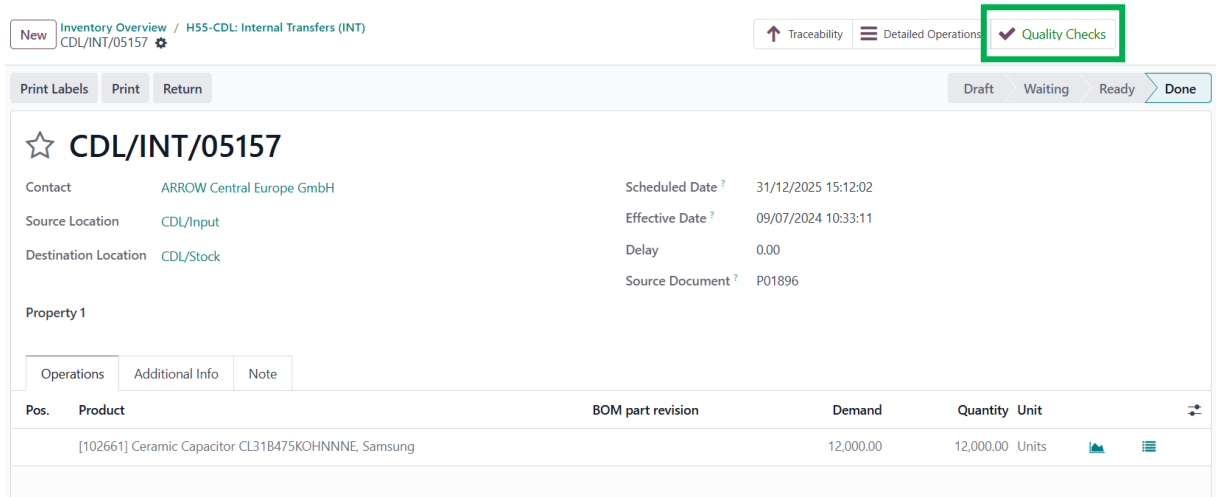
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2. Physical checks

2.1 Commercial Off the Shelf (COTS) Parts and Packaging Material

2.1.1 A visual inspection has to be performed to ensure the following :

- Statistical control of the parts, refer to REF-[2]
- Packaging is not damaged
- Products are in good shape without visual irregularities (scratch, surface deterioration, etc.)
- Complete the visual inspection report (stored on W:\PO\5_SUPPLY CHAIN\52_INCOMING_INSPECTION\Template) and upload it within the Quality Check linked to Odoo internal transfer (CDL/INT).



CAUTION : the visual inspection report must be signed by an approved Quality Inspector (REF-[4])

2.1.2 Further checks and/or higher sampling frequency of the checks can be requested depending on the criticality of the part or the vendor, e.g. within Odoo Quality Check definition or in separate inspection instructions issued by the Quality Manager or the Supply Chain Manager.

2.2 Manufactured Parts (as per H55 drawings)

2.2.1 An incoming inspection has to be performed according to the applicable design data :

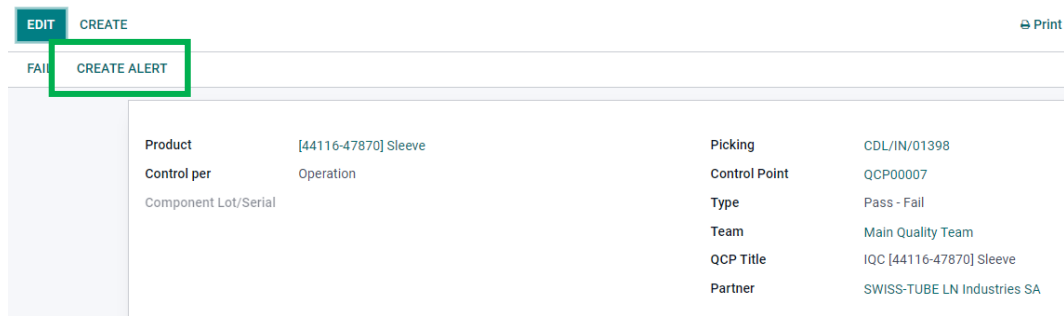
- Packaging not damaged
- Statistical control of the parts, refer to REF-[2]
- Dimensional inspection using dedicated tools or image measuring system (Keyence IM-8030T / E127)
- Complete the incoming inspection report (stored on W:\PO\5_SUPPLY CHAIN\52_INCOMING_INSPECTION\Template) and upload it within the Quality Check linked to Odoo reception (CDL/INT) as shown in para 2.1.1.

CAUTION : the incoming inspection report must be signed by an approved Quality Inspector (REF-[4])

2.2.2 Further checks and/or higher sampling frequency of the checks can be requested depending on the criticality of the part or the supplier, e.g. within Odoo Quality Check definition or in separate inspection instructions issued by the Quality Manager or the Supply Chain Manager.

2.2.3 If non-conformity is observed, refer to REF-[3] :

1. Generate a Quality Alert (QA) from the quality check, tag the Supply Chain Manager and Quality Manager in the chatter:



The screenshot shows the Odoo Quality Alert creation interface. At the top, there are buttons for 'EDIT', 'CREATE', and 'Print'. Below these, there are buttons for 'FAIL' and 'CREATE ALERT', with 'CREATE ALERT' highlighted in a green box. The main area displays the following information:

Product	[44116-47870] Sleeve	Picking	CDL/IN/01398
Control per	Operation	Control Point	QCP00007
Component Lot/Serial		Type	Pass - Fail
		Team	Main Quality Team
		QCP Title	IQC [44116-47870] Sleeve
		Partner	SWISS-TUBE LN Industries SA

2. Segregate the part(s) by storing them in quarantine area (refer to para 0) and add a yellow “Unserviceable” tag to the box / container / part(s), mentioning the related QA number.



The image shows a yellow tag template with the following fields:

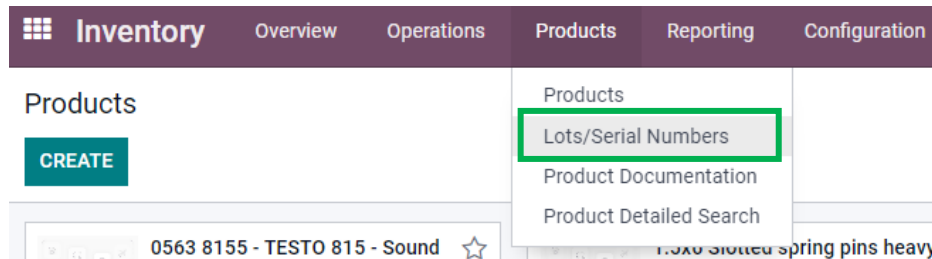
- ITEM/DESCRIPTION:
- SERIAL NUMBER:
- UNSERVICEABLE**
- BRIEF DESCRIPTION OF DAMAGE/FAULT:
- BOOKED IN BY:**
- INITIALS:
- SIGNATURE:
- DATE:

3. Labelling

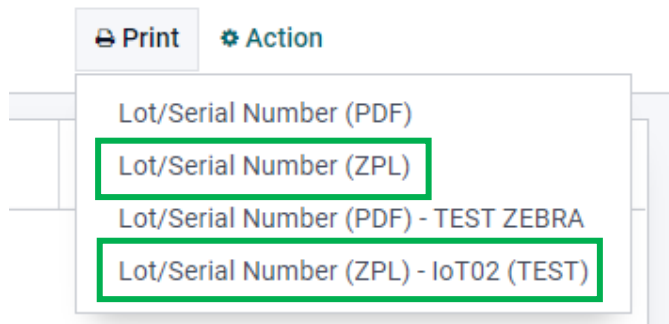
3.1 Each part has to be identified using the label generated by Odoo :



- In Odoo -> Inventory -> Product -> Lots/Serial Numbers.



- Print the label using the dedicated ZPL file in the print menu.



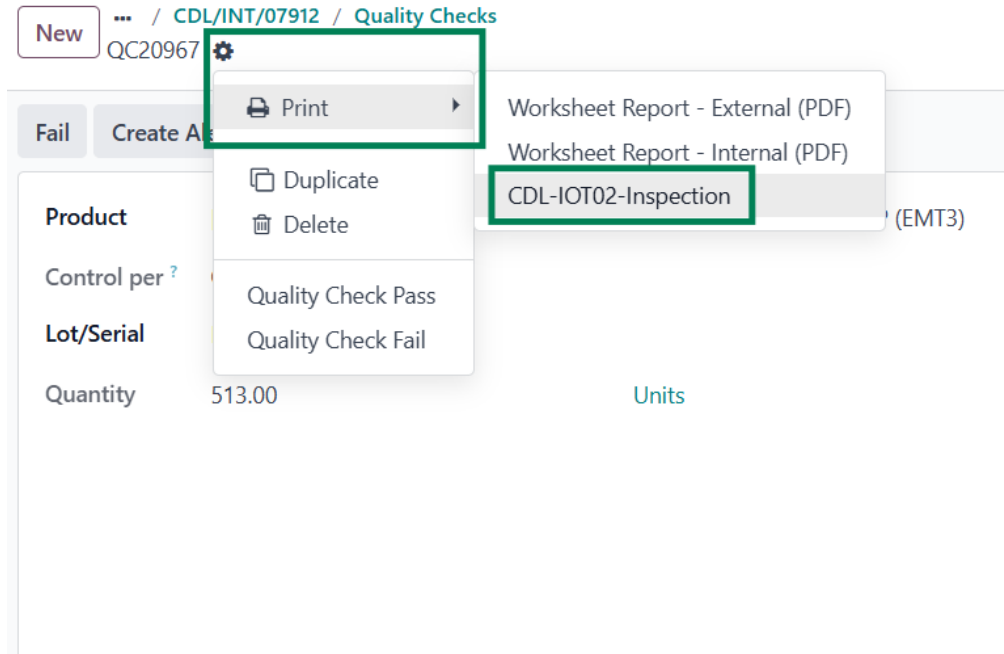
- Put the label on the packaging, never on the part itself.
 - If the part is accepted, store it in the dedicated location.
 - If the part is rejected, refer to para 2.2.3

NOTE : the label has to be printed out and attached/sticked to the packaging during the Odoo reception process.

3.2 Cells boxes

If the cells are checked with the Battery Checker BA6010, each box must be identified with the following information (in addition to § 3.1):

- Quality Check number
 - Quality Check status
 - Transfer number
 - Product name
 - Lot/serial number
 - Inspector name
 - Inspection date
- From the Odoo Quality Check, the label must be printed using the button



- The label must be affixed onto the related inspected box

If the cells are checked with the S4 cell sorter, each box is automatically identified by the machine itself. Remark : § 3.1 remains applicable.

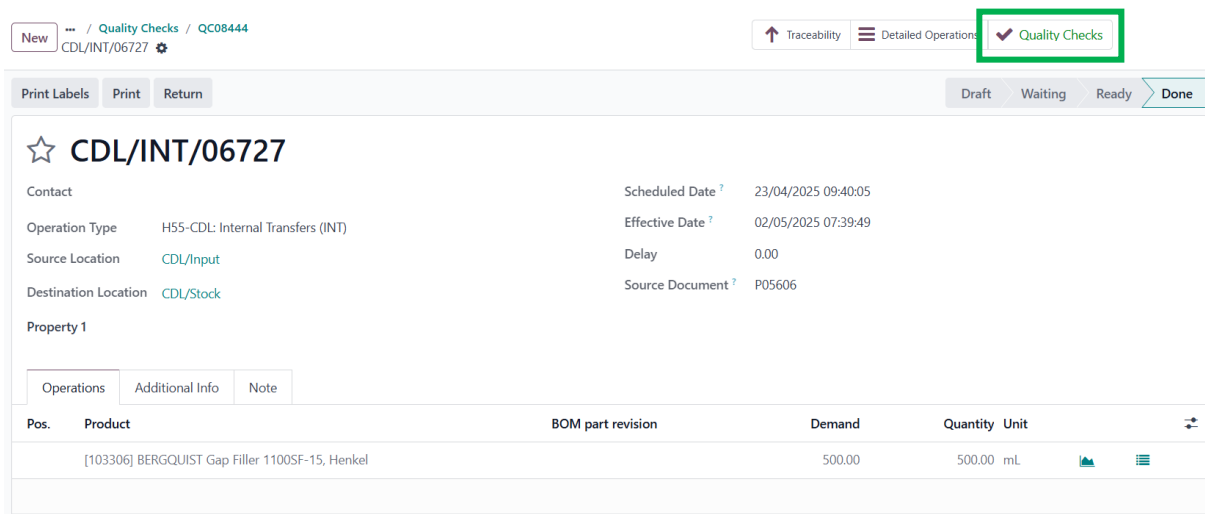
4. Product Storage

4.1 Incoming Quality Check in Odoo – Product Storage Conditions

During incoming process, the inspector has to verify that the available production storage conditions match the storage requirements of the product or material.

4.1.1 Quality Check

The criteria for a pass or failed inspection are defined in the quality check linked to the internal transfer (INT) from Input to CDL/Stock.



The screenshot shows the Odoo Quality Checks interface for a specific internal transfer (INT) operation. The breadcrumb navigation is "Quality Checks / QC08444 / CDL/INT/06727". The "Quality Checks" tab is highlighted with a green box. The interface includes buttons for "Traceability", "Detailed Operations", and "Quality Checks". Below the navigation, there are buttons for "Print Labels", "Print", "Return", "Draft", "Waiting", "Ready", and "Done". The main content area displays the following information:

- CDL/INT/06727** (with a star icon)
- Contact**
- Operation Type**: H55-CDL: Internal Transfers (INT)
- Source Location**: CDL/Input
- Destination Location**: CDL/Stock
- Scheduled Date**: 23/04/2025 09:40:05
- Effective Date**: 02/05/2025 07:39:49
- Delay**: 0.00
- Source Document**: P05606

Below this information, there is a "Property 1" section with tabs for "Operations", "Additional Info", and "Note". At the bottom, a table lists the product details:

Pos.	Product	BOM part revision	Demand	Quantity	Unit
	[103306] BERGQUIST Gap Filler 1100SF-15, Henkel		500.00	500.00	mL

4.1.2 Storage compliance

Check that the **product** storage conditions comply with the **production** storage conditions, both displayed in the quality check's instructions.

Instructions	Message If Failure	Notes
<p>Compliance of the storage conditions to be checked.</p> <p>Expiration date to be checked and set in the lot number.</p> <p>CAUTION: Retrieve the last applicable data sheet, check that the one available in the QCP is up to date :</p> <ul style="list-style-type: none">• If OK -> go to the next step• If NOK -> stop and open a QA <p>Product storage conditions extract from page 3/5 of technical datasheet (form No. 11-3215-01-0321 S2D) and safety data sheet (Rev. date 04.09.2020) (available in QCP00064) :</p> <ul style="list-style-type: none">• Store at or below the storage temperature listed on the product label;• Special precautions must be taken to prevent moisture from contacting the material;• Containers should be kept tightly closed with head or air space minimized;• The product should be stored in its original packaging with the cover tightly attached to avoid any contamination;• Do not store with strong oxidizing agents. <p>Production storage conditions</p> <ul style="list-style-type: none">• Defined by PO-PR-09, page 4;• Latest revision stored on W:\PO\1_ADMINISTRATIVE\12_POA_PROCEDURES. <p>IMPORTANT :</p> <ul style="list-style-type: none">• Check that the production storage conditions match with the product storage conditions• If the product storage conditions do not match the production storage conditions, open a QA.		

CAUTION : For each delivery, make sure to retrieve the last applicable data sheet of the product and check that the one available in the Quality Control Point (QCP) is up to date :

- If OK, go to the next step
- If NOK, stop and open a QA

4.1.3 Storage compliance acknowledgement

Click on **PASS** if the **product** storage requirements **comply** with the **production** storage conditions. The product can be stored accordingly.

Click on **FAIL** if the **product** storage requirements **do NOT comply** with the **production** storage conditions, and follow the instructions displayed in the quality check as per para 2.2.3.

4.2 Storage Location VS Product Type

4.2.1 Chemicals

Flammable products

The flammable products have to be disposed in a fireproof and ventilated cabinet that is located in the Chandoline "Production Store".

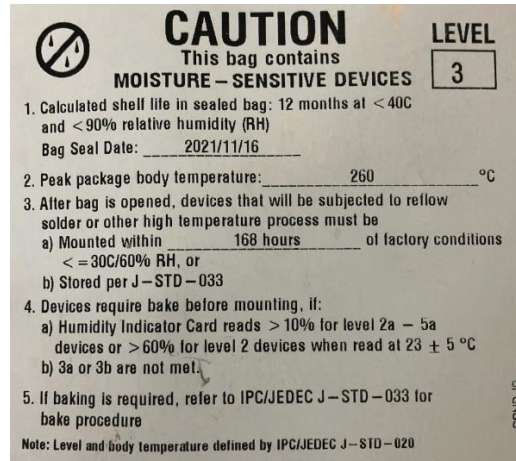


Non-flammable products

The non-flammable products can be stored in the standard production store as long as the storage conditions can be respected (refer to para 4.2.6).

4.2.2 Electronic components

The electronic components are stored in accordance with their Moisture Sensitivity Level (MSL) and their packaging status. The MSL is usually specified on the packaging label.



Specific care must be taken only if the MSL is level 2 or above :

- If the Moisture Barrier Bag (MBB) is new and sealed, the electronic components can be stored on the standard shelves in the production store.
- If an unsealed MBB or if electronic components without any MBB are delivered, refer to the chap. 2.2.3
- In case an MBB needs to be opened, the electronic components must be immediately stored in the dry cabinet, located in the production store



NOTE : According to REF-[6], storage in a dry cabinet that is ensuring a Relative Humidity (RH) not greater than 5% may be considered equivalent to storage in a dry pack with unlimited shelf life.

4.2.3 Products with specific storage requirements

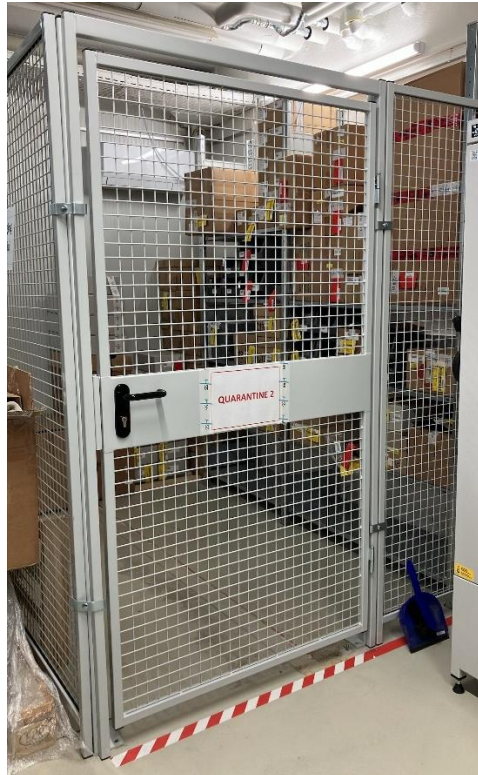
Any product identified against specific storage requirements shall be stored in a climatic chamber that is displaying the temperature and humidity limitations.



CAUTION : The product storage requirements shall be in accordance with the temperature and humidity limitations of the climate chamber. If not, refer to para 2.2.3.

4.2.4 Non-conforming products

Any non-conforming product shall be segregated in the “QUARANTINE 2” area located in the Chandoline “Production Store”.



4.2.5 Cells

The storage of cells shall take place in an adequate and protected environment. The storage location called “CDL3” is the only location where the cells can be stored. The storage is divided in several areas :

- **Articles non-verified**

This location shall be used for cells that are waiting for the incoming inspection.



CAUTION : the cells stored in “Articles non-verified” area must never be provided to the production line

- **Ready for use (verified)**

This location shall be used for cells that passed the incoming inspection successfully and that are therefore ready to be brought on the production line.



- **QUARANTINE 3**

This location shall be used for cells or Battery Modules that must be secured and segregated because following defects or events could be observed :

- Visual defects such as rust, dent, impact or stain
- Open Circuit Voltage (OCV) or impedance non conformities (refer to applicable ECM)
- Any non-conforming cells or Battery Modules



4.2.6 Other products

The products not addressed under para 4.2.1 to 4.2.5 shall be stored in the Chandoline “Production Store” respecting the sorting strategy as follows :

- Parts produced under H55 design data (bought from approved subcontractors)
- Commercial off the shelf (COTS) parts
- Non-flammable chemicals
- Consumables

4.2.7 Parts for R&D PURPOSE ONLY and consumables

Any product identified as consumable such as PPE and small material (wipes, cloths, plastic nozzles, swabs, cable ties, plastic bags, ...) or dedicated to be used for “R&D PURPOSE ONLY” must be stored in CJ storage.





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5. Administration

5.1 Responsibilities

5.1.1 This Technical Instruction is edited and issued by the Supply Chain Manager.

5.1.2 He monitors that a sufficient number of staff is available and trained to perform the incoming inspection.

5.1.3 He is also responsible to brief the concerned personnel accordingly and in due course.

5.1.4 All Technical Instructions will be stored and published on company server architecture.

5.2 Amendments

5.2.1 In cases where parts of this Instruction cannot be applied as required, e.g. due to ambiguity, contradiction to other Procedures or to the applicable regulations, the Supply Chain Manager and the Quality Manager will find a mutually agreed solution that is conform to the requirements. In cases where such resolution cannot be found, they will involve the Head of PO for arbitration and final decision. In the meantime, the incoming inspection will be put in stand-by until a disposition is taken.

5.2.2 Any amendment or revision to this Instruction will be published as soon as possible and will take immediate effect. All staff will be informed in a training session (initial) or by e-mail and self-study (recurrent), and as appropriate for the impact of the amendment.

As an exception to this clause, any batch of parts or equipment where inspection process has already started will be continued under the previous revision, unless both Supply Chain Manager and Quality Manager mutually agree to apply the new revision.

5.3 Referenced Documents

Ref.	Document Ref.	Revision	Title
REF-[1]	POH-44151-44200	latest	H55 Production Organisation Handbook
REF-[2]	PO-PR-05	latest	Quality Inspection
REF-[3]	PO-PR-06	latest	Control of Non-Conforming Products
REF-[4]	LST-44517-55242	latest	List of Authorized Personnel
REF-[5]	PO-TI-000	latest	Standard Processes and Best Practice
REF-[6]	IPC/JEDEC J-STD-033D	latest	Handling, Packing, Shipping and Use of Moisture, Reflow and Process Sensitive Devices

Table 1: Referenced Documents




Technical Instruction
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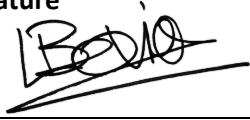
5.4 Revision Status

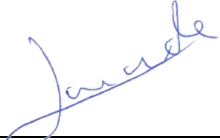
Rev.	Reason for Revision	Affected pages	Name	Date
1	Initial Issue	All	LBO	13.12.2022
2	Refer to a list of authorized personnel Storage requirements added Amendments update	1 Para 4 Para 5.2	LBO	20.06.2023
3	Storage Location VS Product Type	Para 4.2	LBO	12.04.2024
4	Note for the delivery note upload location in Odoo Note for lot/serial number creation Note for the CoC upload location in Odoo Incoming inspection for the COTS Caution for Q/I signature on inspection report Note for the labeling location	Para 1.1 Para 1.2 Para 1.3.2 Para 2.1 Para 2.1.1 & 2.2.1 Para 3	LBO	16.05.2024
5	Added requirements regarding the FW/SW/Bootloader and part revision Added additional check regarding the data sheet revision Added storage location for products with specific storage requirements Updated picture of "QUARANTINE 2" location	Para 1.3.3, 1.3.4, 1.3.5 Para 4.1.2 Para 4.2.3 Para 4.2.4	DLA LBO	11.04.2025
6	Traceability modified to be linked to the CoC Note modified regarding "R&D PURPOSE ONLY" sticker Picture updated to show INT transfer Picture updated to show INT transfer Picture updated to show new storage arrangement (ready for use) Non conforming cells or battery module added to Quarantine 3	Para 1.2 Para 2.1.1 Para 4.1.1 Para 4.2.5	LBO	06.05.2025
7	IMPORTANT note added : R&D label forbidden if QCP is defined CJ storage for consumables and R&D added	Para 1.2 Para 4.2.7	LBO	19.05.2025
8	Packaging material inspection added Cells box labelling added	Para 2.1 Para 3.2	LBO	05.12.2025
9	Added S4 cell sorter Clarified additional checks Added additional check notion Added Request for derogation control on CoC	Para 3.2 Para 2.1.2 Para 2.2.2 Para 1.3.2	LBO	13.04.2026

Table 2: Revision Status

	Technical Instruction PO-TI-013	Doc.-No.: TI-44899-51857 Revision: 9 Date: 13.04.2026 Status: released Page: 23 of 23
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5.5 Approvals

Prepared by: Lionel Bovier Supply Chain Manager	Date 13.04.2026	Signature 
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Approved by: Damien Laronche Quality Manager	Date 13.04.2026	Signature 
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