

Memorandum

Between:

BOMBARDIER AEROSPACE TORONTO

-And-

UNIFOR AND ITS LOCAL - 673



*****Blue/Bold** is new language or changes
~~Red strikeout~~ language removed from C.A.

ARTICLE VII – OFFICE COMMITTEE

7.04

- a) The Company agrees that the Union shall be represented in each of ~~three (3)~~ **two (2)** ~~geographical~~ zones of the office by a Zone Committeeperson who shall be elected or otherwise appointed from the employees in the ~~geographical~~ zone he/she is to represent. In addition, there will be ~~one (1) Technical Zone Committeeperson~~ **two (2) Technical Zones Committeepersons elected or otherwise appointed by the employees in the Technical Salary Groups represented by a Committeeperson who shall be elected or otherwise appointed from the employees in the technical zone he/she is to represent.**

ARTICLE X– GRIEVANCE PROCEDURE

STEP NO.1

- 10.03 The Zone Committeeperson shall reduce the grievance to writing on Grievance Forms supplied by the Company and signed by the employee (or employees) and the Zone Committeeperson or the Office Chairperson. The Zone Committeeperson shall deliver two (2) copies to the employee's (or employees') Supervisor. The Zone Committeeperson and the Supervisor will make an effort to resolve the grievance. The Supervisor within two (2) working days of his/her receipt of the grievance, will furnish his/her written answer to the Zone Committeeperson on a copy of the form.
IF the Supervisor fails to furnish a response within two (2) working days after he/she has attempted to resolve the grievance with the Zone Committeeperson, the grievance will automatically be advanced to Step2

ARTICLE XI– ARBITRATION

- 11.04 Company and the Union express complete confidence in the ability of the under mentioned Arbitrators to render just decisions in the matter of labour disputes.

~~H. D. Brown, Esq.~~

Louise Davie Kevin Burkett

Ms. P. Knopf

Mr. Larry Steinberg

Eli Gedalof

ARTICLE XVII– JOB POSTING

- 17.10 If, after all laid off employees have exhausted their recall rights under the collective agreement, there remains a vacancy (ies) in the bargaining unit at a Group 7 job or below and the job posting procedure has been exhausted where no successful applicants of higher seniority than anyone on lay off are accepted in accordance with Article XVII of the Collective Agreement, employees on layoff shall be given special consideration for such vacancies based on seniority provided the employee has the ability to do the job required. **Vacancies at a Group 8 job or higher that employees be tested to ensure they meet the job requirements as they are listed in the posting, and possess the requisite knowledge, skills, and abilities. The testing will be determined by the Company at its sole discretion.** Laid off employees who are accepted for such vacancy but are not able to perform the duties of the job within thirty (30) working days shall return to lay off status. This does not apply to jobs on Flow Chart "5", Finance.

ARTICLE XVIII – LAYOFF AND REEMPLOYMENT

18.02 RESUMMITTED INTO AGREEMENT

For the purpose of Article 18.02, the classifications of 1236 and 1436 will be considered the same classification.

ARTICLE XIX – LOSS OF SENIORITY

19.01 Seniority status once acquired will only be cancelled upon:

- a) Failure to return to work within ~~seven (7)~~ **ten (10)** working days after issuance of the Company's notice of recall by registered mail to the last address shown on the Company's personnel records after lay off; the ~~seven (7)~~ **ten (10)** working days may be extended if the employee furnishes a reason satisfactory to the Company;

ARTICLE XX – UNION SECURITY

- 20.03 All new employees will be required to contribute initiation fees and monthly dues commencing from the first deduction date following date of employment, PROVIDING they have completed ~~forty (40)~~ **37.5** hours of work at that time; otherwise, deductions will be made from the second deduction date following date of employment. All

new employees will be introduced to their Committeeperson when reporting for work. Similarly, employees transferred will be introduced to their Committeeperson when reporting for work.

ARTICLE XXIII – ELECTION OF UNION OFFICIALS

23.00

- (b) Polling stations are to be set up at points indicated by the Company Elections may occur via electronic voting provided a Statement of Sensitivity (SOS) Analysis has been completed by the Company with the Union's assistance and the results of such analysis are satisfactory to the Company.

ARTICLE XXV – SAFETY

25.02 Foot Protection

- (b) The Company will contribute one hundred and ~~forty dollars (\$140.00)~~ fifty dollars (\$150) per year to the cost of one (1) pair of approved protective footwear for ~~non-probationary~~ employees' working in mandatory foot protection areas. For the purpose of this Article, a year will be the period from September 1 to August 31 the following calendar year. Up to two (2) years' entitlement may be combined if required to cover the cost of one pair of protective footwear.

ARTICLE XXVI – GENERAL CLAUSES

28.01 It is understood that during any negotiations following upon notice of termination or notice of amendment, either party may bring forward counter proposals arising out of or relating to the original proposals.

THIS AGREEMENT is hereby duly executed by the said parties this 23rd. day of June 2015-2018

FOR THE UNION

Mary Ellen ~~Mellmoyle~~ McLmoyle
President, Local 673, Bargaining Committee

~~Gus Goncalves~~ Nuno Pinto
Plant Chair, Bargaining Committee

~~Robin Priest~~ Dragan Radakovic
Technical Group, Bargaining Committee

~~Ron McKenzie~~ Chris Hoare
Bargaining Committee

Tony Ferrari
Bargaining Committee

~~Sharon Attisano~~ Mike Madore
Bargaining Committee

FOR THE NATIONAL UNION

~~Dawn Cartwright~~ Barry Lines
~~Aerospace Director~~ National Representative

SCHEDULE A HOURS OF WORK, ETCETERA

1. Hours of Work

- b) The hours of work are as follows:

~~07:30 am – 03:45 pm~~ 07:00 am 3:15 pm

~~03:30 pm – 11:45 pm~~ 03:00 pm 11:15 pm midnight

3 – shift operations:

~~11:30 pm – 07:30 am~~ 11:00 pm 07:00 am First Shift** ~~07:30 am – 03:30 pm~~ 07:00 am 03:00 pm Second Shift

~~03:30 pm – 11:30 pm~~ 03:00 pm 11:00 pm Third Shift

(Functions requiring close coordination with Plant operations on afternoon shifts shall be scheduled as per Plant shift times.)

** It is understood that the shift beginning ~~44:30~~ 11:00 pm is to be treated as the next day's shift, and the overtime rates for work on a Sunday do not apply to the shift beginning Sunday at ~~44:30~~ 11:00 pm.

- c) The Company may change the starting and stopping times of any shift by one (1) hour upon ~~five (5)~~ ten (10) working days' *notice to the Office Chairperson*. Where such shift change applies to an individual or a group of employees the Company will give ~~five (5)~~ ten (10) working days' *notice to the Office Chairperson*. Any change in regular hours not covered by the above will be made by mutual consent of the Union and the Company.

**SCHEDULE B
CLASSIFICATION OF EMPLOYEES, SALARY RATES AND THEIR APPLICATIONS**

2.01 Salary Rates and Ranges

The level 1 and Level 2 progression rates shall not apply to those classifications which are in the Technical Group. There will be no further adjustment to the Wage Rates during the renewed term. Effective the first pay period beginning on or after June 23, ~~2015-2018~~

Effective ~~2015-2018~~
COLA \$ ~~COLA fold in~~
Increase ~~0.5%~~

Wage Group	Level 1	Level 2	Level 3
1 THROUGH 14			

2.02 Future Increases

Effective the first pay period beginning on or after June 23, ~~2016~~ 2019 the following wage scale will go into effect.

Increase ~~0.75%~~

Wage Group	Level 1	Level 2	Level 3
1 THROUGH 14			

2.03 Future Increases

Effective the first pay period beginning on or after June 23, ~~2017-2020~~, the following wage scale will go into effect.

Increase ~~1%~~

Wage Group	Level 1	Level 2	Level 3
1 THROUGH 14			

22. Restructuring

- 3. c) Age 55 with 10 years of credited service under the Pension Plan (Special Early Retirement) may elect to retire under the Pension Plan within thirty (30) days of the announcement of the restructuring event and, upon retirement, will receive a lump sum payment outside of the Plan of ~~\$55,000~~. \$60,000. This lump sum payment shall be referred to as the "retirement package".

- 11. An employee who is laid off by the decision will be provided up to ~~ten (10)~~ twenty (20) working days training if he/she possesses the minimum skills necessary and such training will enable him/her to qualify for movement to a vacant job for which the Company would otherwise need to hire. In this event, such employee shall be given preferential consideration for such vacant job.

**This Article shall apply during the life of the ~~2015-2018~~ 2018-2021 Collective Agreement.

**SCHEDULE E
OFFICE JOB DESCRIPTIONS**

INDEX CODE CLASSIFICATIONS

1006 **Quality Assurance Technician Jr.**

CLERK – CONFIGURATION CONTROL

CODE 732

Job Requirement:

Requires a certificate or diploma in business administration or equivalent combined with a comprehensive knowledge of the Company's Quality Assurance Operations, relevant aircraft records and associated reference materials; must have the ability to sight read engineering drawings, associated documentation, etc. and the capacity to analyze Quality Assurance documents; requires a competent working know- ledge of the mainframe and personal computer as well as PC program applications

specifically related to Quality Assurance records area, must have a working knowledge of the routine of C.A.F., D.O.T., F.A.A. logbooks and inspection procedures as well as the ability to communicate well and work with minimum supervision.

Normal Duties:

In addition to performing the duties described in the classification Coordinator – Micrographics (725). Responsible for the analysis, verification and maintenance of configuration records; initiate and perform audits of documentation to ensure accuracy; investigate anomalies and/or verify changes to aircraft configuration and report discrepancies to appropriate departments; investigate and recommend any systems changes to improve the accuracy, efficiency and control of configuration record processes; monitor and maintain a schedule for timely collection of all aircraft build records and reports; develop reporting methods to measure aircraft delivery performance as well as the performance of the department suppliers; liaise with various departments (Customer Engineering, Manufacturing Engineering, Change Board, etc.) to ensure completeness and accuracy of all related documentation; analyzes data from various sources to produce reports and visual presentations; assign, coordinate and check the work of employees in lower classifications. Performs other related duties and tasks, research data for in-service aircrafts and rectification as assigned, **review queries on in-service aircraft serialization and data, review snag sheets for errors and completeness as assigned.** Effective ~~June 19, 1991~~ **June 23, 2018**

WRITER PRODUCTION PROCESS STANDARDS I

CODE 1002

Job Requirement:

Requires a post-secondary degree, diploma or certificate. Must be acquainted with applicable Government regulatory documents and Society of Automotive Engineers specifications (i.e., MIL, SAE, etc.). Be acquainted with heat treatment, finishes, chemical treatment and inspectional aids. Be capable of reading drawings.

Normal Duties:

Prepare and maintain Production Process Standards (PPS's), Methods Technical Instructions (MTI's), Process Standard Deviations (PSD's) and M&P Engineering Approved BAPS Deviations for Toronto Site manufacturing (CAD's). Investigate existing and new production techniques of a straightforward nature; establish best procedures after clearance with seniors establish materials and equipment and sources for ordering purposes; prepare simple sketches for clarification of instruction; carry out investigations into problems on simple production procedures; plan and write up a PPS in correct sequence for clearance by seniors after clearance with seniors recommend changes in production techniques to facilitate production. Supply information and advise on projects assigned to Production Engineering, shop personnel.

PROGRAMMER I

CODE 1005

Job Requirement:

Requires a post-secondary degree, diploma or certificate in CNC Programming or equivalent. Must be able to utilize NC software, CATIA and G Code Programming Technology. Requires a working knowledge of Manufacturing and Engineering routines related to machine shop practice; knowledge of Numerical Control machines and systems, their capabilities and limitations; must be a sight reader of blueprints and engineering drawings. ~~Normally requires a minimum educational background equivalent to grade 13 mathematics in trigonometry and analytical geometry.~~ **Must be familiar with 3D solid creation, modification and analysis.** Works with minimum direction and supervision.

Normal Duties:

Obtains machining requirements from Engineering, **Planning Methods**, Tool Design, etc., drawings, **3D solids** or outlines; as directed, generates the surface definition of required mathematical framework surfaces to be machined; develops tool positions and paths considering limitations imposed by N/C and method of tooling; prepares layouts, ~~and~~ **drawings and setup sheets** as necessary showing cutter path; writes, independently, programs for point-to-point applications; as directed writes contouring programs using programming languages known in the N/C field; analyses programs and manuscripts to check for completeness and errors; **uses verification software to validate cutter path**; prepares program and tooling outlines for the purpose of machine setups; as directed, makes revisions to part programs and/or manuscripts and/or proves complete operations; may splice tapes and keypunch any required corrections. **May check and correct DNC machine tape files.**

QUALITY ASSURANCE TECHNICIAN JR.

CODE 1006

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering or equivalent.

Requires general knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be able to read and interpret drawings and must possess a basic understanding of 3D modeling software. Must be cognizant of AS9100 & ISO9001 Quality System standards. Must possess strong working knowledge of computer applications. In particular, must have proficiency in Microsoft Excel for data collection, analysis and charting.

Must be able to work in a team environment with strong communication skills. Requires good organizational, administrative, and analytical skills. Has the ability to work under minimum supervision.

Normal Duties:

Assist in the preparation and compilation of Quality audit check lists based in AS9100 & ISO9001 standards including audit findings & corrective action records; Perform audits with guidance and supervision of a Senior Quality Technician. Review auditee compliance with applicable Quality system elements, relevant standards & processes, support to initiate any required corrective and preventative actions; prepares and distributes audit report(s); support

to verify the response and effectiveness of the implementation(s) (Acceptance/closure of corrective actions must be done by a Senior Quality Technician).

Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. Review supplier delivery documentation and perform reconciliation activities. Assist logistics groups to expedite and follow up AC build documentation. May review engineering drawings, specifications, functional test procedures and production standards to ensure that all necessary quality requirements have been included (acceptance must be done by a Senior Quality Technician). Participate in the Non-conformance management system supporting on the data integrity validation and assisting to expedite the closure of the NCR's. Support Quality investigation requests (QIRs and other type of investigations required related to Quality issues). Perform other related duties as assigned.

TOOL DESIGNER I

CODE 1009

Job Requirement:

Requires ~~broad mechanical shop experience~~, a post-secondary degree, diploma or certificate in Mechanical Engineering, or an apprenticeship as Tool and Die Maker or ~~similar equivalent.~~; ~~in addition, requires two (2) years of aircraft related tool design experience;~~

Requires a thorough understanding of production procedures, techniques, tool making and their applications to the production of machined, sheet metal or composite parts and products. Must be able to interpret drawings, component catalogues, textbooks and other like information. Able to produce, on request, charts and reports of investigations, assessment of tooling and general procedures.

Works with little supervision.

Normal Duties:

Responsible for the design of tools, jigs, dies, masters, etc.; analyses planning information, engineering drawings, lofting and other like data. ~~Make~~ Makes all determinations and computations necessary to design and/or redesign various types of assembly jigs and fixtures for inter-changeability, plaster models, masters, cutting tools, dies, machining jigs, fixtures and gauges; handling and test equipment; sub assembly jigs and fixtures used for making and assembling such items as front and rear spars, bulkheads, skin assemblies, etc. machine jigs and fixtures and dies such as drill jigs and joggle dies, pierce and blank dies, progressive dies, router forms, saw fixtures, etc., modifications to plant equipment; writes tool standard texts and tooling manual texts collecting all necessary data, analyzing information received (Eng. Drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals, details all tools, callout of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; produces tool design lofts, determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room Supervision to follow-up design adherence and assure problem free tool build; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Department and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; calculators, etc.; responsible for maintenance of relevant design schedules and costs; submits designs for approval; ~~may assign and check the work of subordinate classifications.~~ Performs other related duties as assigned.

METHODS ANALYST I

CODE 1020

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. ~~This will be combined with a minimum of four years related experience in a computerized manufacturing environment.~~

Requires a thorough understanding of several areas of manufacturing. Must be a sight-reader of drawings and must be able to utilize CADAM and CATIA Technology.

Requires an understanding of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). ~~Must be~~ Familiarity with engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

Normal Duties:

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's and technique sheets establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements.

Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination.

Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities.

Develop manufacturing plans based on the product strategy, develop resource plans and program schedules at and below

the rate item level. Work with methods engineers to develop time/methods studies as well as justify and implement capital acquisition plans.

Work in design build teams and provide process capability and commit to produce ability. Define and order hand tools and consumables.

Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigate purposes.

Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non-recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests. ~~May assign, coordinate and check the work of other methods analysts.~~

~~Provide guidance to junior personnel engaged in related activities.~~ Perform other related duties as required.

WRITER – PRODUCTION PROCESS STANDARDS – SR.

CODE 1202

Job Requirement:

~~Prepare production process standards and specifications.~~ Requires a post-secondary degree, diploma or certificate This will be combined with a minimum of two (2) years' experience as a Code 1002 PPS Writer or equivalent.

~~Have~~Has good working knowledge of chemical and heat treatments, finishes, materials and inspectional aids, and be capable of investigating problems connected with these processes. ~~Be acquainted with and capable of interpreting government specifications and standards.~~ Must be capable of interpreting applicable Government regulatory documents and Society of Automotive Engineers specifications (i.e., MIL, SAE, etc.). Must be capable of interpreting material manufacturer's technical data sheets. The ability to read a variety of instructions, specifications and standards on specific subjects and sort out pertinent data into one clear, concise instruction. Must have proficient communication skills. Must be cable of maintaining Microsoft Access Database and creating simple HTML webpages.

Normal Duties:

Prepare and maintain Production Process Standards (PPS's), Methods Technical Instructions (MTI's), Process Standard Deviations (PSD's) and M&P Engineering Approved BAPS Deviations for Toronto Site manufacturing (CAD's) documentations. Maintain PPS Access database. Maintain PPS website.

Investigate existing and new production techniques, determining best procedure to be followed and may have to determine equipment required, is required to establish a method of carrying out procedure including requirements for inspection and quality control; determine and lay down all materials and equipment required for carrying out the process, also procurement sources for ordering purposes; prepare sketches for clarification of instruction. Plan and write up a complete process standard in correct operational sequence; carry out investigations into problems on production procedures; recommend changes in production techniques to facilitate production; supply technical information and advice regarding materials, finishes, treatments and techniques to Production Engineering, and shop personnel, and BA subcontractors. Maintain PPS Website and database information. May assign, coordinate and check the work of others. Own work subject to spot check.

PROGRAMMER - SR.

CODE 1203

Job Requirement:

Requires a post-secondary degree, diploma or certificate in CNC Programming or equivalent. This will be combined with a minimum of five (5) years' experience as a Code 1005 Programmer I. Must be fully proficient in CADAM, CATIA and G Code Programming Technology.

Requires a comprehensive knowledge of Manufacturing and Engineering routines related to machining of tooling, parts or components on Numerical Control machines, and a thorough knowledge of Numerical Control machines and Numerical Control machine systems, their capabilities and limitations. Must be a sight reader of drawings of the highest degree of complexity and have a broad background in analytical geometry and other mathematical surface development techniques required to generate continuous path machining in three (3) or more axis of motion. Must be familiar with 3D solid creation, modification and analysis. Works with minimum supervision.

Normal Duties:

Works from Engineering, Methods or Tool Design drawings, 3D solids, loft data and/or related source material; produces planning and tool design outlines to determine machining requirements; prepares a complete mathematical framework of the work by writing equations for the surfaces to be machined; plans and develops detailed cutter paths, considering limitations imposed by N/C and method of tooling; utilizes knowledge of the applicable machine tool and control systems and proper coordination of speeds, feeds and types of cutters in order to obtain maximum efficiency and performance; prepares layouts and drawings as necessary to assist in coordinating the program requirements. Determines the method or combination of methods of mathematical calculations (such as desk calculator, APT or other applicable computer programs) used to define the path of cutter centre lines; prepares work sheets for the purpose of loading necessary information such as mathematical definition of work to be processed, coordinates of centre direction change points, machine feeds, speeds, cutter selection, stops for cutter change, coolant on-off signals, etc. into computer; analyses computer output to check for completeness or errors; uses verification software to validate cutter path; prepares data transfer media for computing equipment and/or tape preparation, providing machine and control data; works with Engineering, Planning-Methods, Lofting, Tool Design, Manufacturing and other personnel to ensure that programs will comply with requirements and specifications; makes revisions in N/C programs as necessary. Checks and corrects DNC machine tape files. Programs any machinery used by production or tooling personnel. May keypunch any required corrections. May assign and check work of juniors. Performs clearly related duties as assigned. ~~When the Company sees the need to appoint an NC Programmer Leader for a project team, it shall appoint a Programmer Code 1203, to such a position. For the duration of the appointment, the Programmer will~~

receive a premium of \$35.00 per week.

QUALITY ASSURANCE TECHNICIAN – SENIOR

CODE 1206

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering or equivalent. This will be combined with a minimum of ~~five (5) years of practical experience in a similar manufacturing environment including~~ three (3) years' experience ~~in a Quality Control or Quality Assurance function as a Code 1006 Quality Assurance Technician Jr. or equivalent.~~

Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of AS9100 & ISO9001 standards. Familiarization with regulatory requirements is a strong asset. Must be familiar with Engineering, Methods, Work and Material Planning and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases.

Able to work in a team environment and must possess team facilitation skills. Requires good organizational skills and the ability to set and prioritize tasks and the ability to work independently.

Normal Duties:

In addition to all the duties described in the Quality Assurance Technician Jr. 1006 job classification.

Compiles Quality audit check lists based on AS9100 & ISO9001 standards including previous findings and corrective action records; perform audits as defined in the check lists; analyses auditee compliance with applicable Quality system elements, relevant standards and processes and initiates any required corrective and preventative actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s). Analyses existing quality techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventative action(s) for product or process discrepancies. Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management.

Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides response of corrective and preventative action(s) and report(s) to field services as required.

Performs other clearly related duties as assigned. * It is recognized that the duties related to Material Review Board (MRB) may also be performed by the 635 classification from Local 112.

Note: In Addition to the above, the following also applies to the technician working in the Supplier Compliance Representative role:

Job Requirements: Required to be eligible for international travel at all times and must be available for travel at a short notice.

Normal Duties: The Supplier Compliance Representative falls within the Quality Supplier Compliance Group in direct support of vendors. This role is to liaise directly with the vendors to support corrective action/non-conformance management-vendor; FAI (first article inspection); issue and manage RSA (Request for Supplier Action); source inspection; create and monitor KPI for assigned vendors; participate in Engineering and Quality Investigations; Product Quality and conformity; QIR (Quality Investigation Request) – vendor.

TOOL DESIGNER - SENIOR

CODE 1210

Job Requirement:

Requires ~~broad mechanical shop experience~~ a post-secondary degree, diploma or certificate in Mechanical Engineering or an apprenticeship as Tool and Die Maker or ~~similar~~ equivalent. ~~in addition, requires~~ This will be combined with a minimum of five (5) years' ~~of aircraft related tool design~~ experience as a Code 1009 Tool Designer I or equivalent;

~~m~~Must be capable of producing Tool Design work independently to the highest degree of complexity using latest technology. Required to produce on request, charts and reports of investigations, assessment of tooling and general procedures; must also be able to produce planning and tooling control documents.

Works with minimum supervision.

Normal Duties:

Responsible for the design of the most complicated tools, jigs, dies, masters, etc. Analyses planning information, engineering drawings, lofting and other like data; ~~M~~makes all determinations and computations necessary to design and/or redesign the most complicated types of: major assembly jigs, masters for interchangeability, jigs and fixtures, optical setups, major plaster models, special machines, cutting tools and dies, machining jigs and fixtures, gauges, handling and test equipment such as slings and other lifting equipment, dollies, cradles, stands and other handling equipment, electrical, electronic and hydraulic test devices, pressure testing jigs, jigs and fixtures for parts and/or assemblies which are difficult to hold because of their size, contour and/or because of critical positions during machining operations; numerical control, milling, lathe and other jigs and fixtures used for locating and hold forgings, castings extrusions or machined parts requiring multiple operations or non-

standard operations on each tool, tooling for parts requiring coordination of a family of tools when the coordinated tolerances and/or compound angles must be held, combination and/or multiple action draw dies, inspection fixtures for intricate parts, etc.; details all tools, call-out of materials, heat treatment and the machining, fabrication and/or assembly operations to be performed; determines tolerance requirements; investigates tool processing reports and change requests; evaluates and determines the best course of action to alleviate tooling problems; contacts Tool Room Supervision to follow-up design adherence and assure problem free tool build; writes tool standard texts and tooling manual texts, collecting all necessary data, analyzing information received (Engineering drawings, catalogues, manuals and other like data) and produces required sketches and drawings for such standards and manuals; produces tool design lofts; provides instructions of the safe use of tools to shop floor personnel; conducts investigations on any tool and production part related aspect; recommends engineering changes to facilitate production; contacts supervisory and other personnel in the Engineering, Planning, Production and Facilities Department and/or shops to clarify, coordinate and/or evaluate tooling problems; orders raw materials and equipment; checks with Raw Material Stores for availability of material; may contact vendor representatives; may assign and coordinate the work of others; responsible for maintenance of relevant design schedules and costs; submits designs for approval. Performs other related duties as assigned. When the Company sees the need to appoint a Tool Design Leader for a project team, it shall appoint a Tool Designer Code 1210 to such a position. To be eligible for such appointment, an individual must have demonstrated ability in conceptual Tool Design and Mastering. For the duration of the appointment, the Tool Designer will receive a premium of ~~\$35.00~~ \$50.00 per week.

METHODS ANALYST SENIOR

CODE 1220

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. This will be combined with a minimum of four (4) years ~~related~~ experience ~~in a computerized manufacturing environment as a Code 1020 Methods Analyst I or equivalent~~. Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology. Requires an in-depth knowledge of aerospace manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a comprehensive understanding of engineering, quality assurance, work and material planning and how they relate to methods activities. Requires good organizational skills and the ability to set and prioritize jobs. Ability to work under minimum supervision.

Normal Duties:

In addition to performing the duties described in the classification Programmer Numerical Control Machine-Sr (1203)

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's, technique sheets, and update references library text establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replaceability media and tool coordination requirements. Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination.

Generate requests, parts list, assembly sequence and condition of supply information. Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities.

Develop manufacturing plans based on the product strategy, ~~assist methods engineers~~ **senior personnel** in developing the product manufacturing strategy based on the company strategy. Develop resource plans and program schedules at and below the rate item level. Work with methods engineers to develop time/methods studies as well as justify and implement capital acquisition plans. Assist in line balancing and shop floor layout, work in design build teams and provide process capability and commit to produce ability. Define and order hand tools and consumables.

Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigate purposes. Working with Production, Engineering and Finance, the Methods Analyst will be responsible for providing recurring and non-recurring production and direct support labour hour estimates for Mod's, change proposals, customer requests, cost reduction initiatives and make/buy requests.

May assign, coordinate and check the work of other Methods Analysts. Provide guidance to junior personnel engaged in related activities. Perform other related duties as required. Refer to Attachment A, "Minutes of Settlement" for shared job duties.

QUALITY ASSURANCE TECHNICIAN LEAD

CODE 1406

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Quality, Aeronautical, Mechanical, Industrial or Manufacturing Engineering **or equivalent**. This will be combined with a minimum of ten (10) years' ~~of practical~~ experience ~~in a similar manufacturing environment including five (5) years experience in a Quality Control or Quality Assurance function as a Code 1206 Quality Assurance Technician Senior or equivalent~~.

Requires an in-depth knowledge of aerospace manufacturing, industry standards, practices and specifications. Must be a sight-reader of drawings. Must be cognizant of the latest industry standards. Familiarization with regulatory requirements is a

strong asset. Has thorough knowledge of entire Manufacturing process and is familiar with Engineering, Methods, Material Logistics and Procurement and how they relate to Quality activities. Must possess a strong working knowledge of computer applications including word processing and databases.

Able to work effectively in a team environment and must possess strong facilitation skills. Requires superior organizational skills and the ability to set and prioritize tasks for themselves and amongst the group. The individual must demonstrate extensive skill, ability, leadership and job knowledge. The individual possesses effective communication skills and has proven themselves as a leader and coach. The individual takes initiative in suggesting improvements and has a proven track record of continuous improvement initiatives. ~~Responsible for distributing work assignments and providing work status as required.~~ The individual has the ability to work independently under minimal supervision. ~~Provides guidance and leadership to other Quality personnel in related activities.~~

Normal Duties:

In addition to all of the duties described in the Quality Assurance Technician-Senior 1206 job classification

Compiles Quality audit check lists based on the latest industry standards including previous findings and corrective action records; performs audits as defined in the check lists; analyses auditee compliance with applicable Quality system elements, relevant standards and processes and initiates any required corrective and preventative actions; prepares and distributes audit report(s); verifies the response and effectiveness of the implementation(s).

Analyses existing quality techniques; develops and prepares new or revised quality techniques and other like instructions. Recognizes the need for and initiates corrective and preventative action(s) for product or process discrepancies.

Reviews production documentation for compliance and adequacy of inspection call outs and as necessary, develops required inspection criteria for the production of quality products. May review engineering drawings and specifications to ensure that all necessary Quality requirements have been included and may recommend changes to Quality or Engineering Management.

Reviews production standards and Functional Test Procedures for correct inclusion of Quality System requirements; may act as an authorized Quality representative on the Material Review Board (MRB). Actions Quality Investigation Requests (QIR) and provides response of corrective and preventative action(s) and report(s) to field services as required.

Responsible for distributing work assignments and providing work status as required. May manage a project or otherwise be responsible for a work statement and team with respect to assignment of work, work progress and reporting. **May act as PSI Coordinator. Will provide in class or on the job training to Quality Assurance Technicians. Provides guidance and leadership to other Quality personnel engaged in related duties.** Performs other clearly related duties as assigned.

**The ratio of group 1406 Quality Assurance Technician Lead to group 1206 Quality Assurance Technician – Senior shall be maintained at a maximum ratio of one (1) group 1406 Quality Assurance Technician Lead to four (4) group 1206 Quality Assurance Technician – Senior

TOOL DESIGNER LEAD

CODE 1410

Job Requirement:

Requires a degree or diploma in Mechanical/Industrial/Manufacturing Engineering or Tool Design ~~or equivalent plus 5 years experience in aerospace related tool design, or a Tool and Die apprenticeship and ten (10) years of aerospace related Tool Design experience.~~ **This will be combined with a minimum of ten (10) years' experience as a Code 1210 Tool Designer Senior or equivalent.**

Must be capable of producing tool designs for all types of aerospace tooling, to the highest degree of complexity. Requires proficiency in the use of computerized systems, including Cadam, Catia, and various Microsoft programs. Must also be capable of producing and documenting charts, reports, tool instructions and tool standards in a computerized format. Requires a thorough knowledge of operational processes within the Tooling department and of interface processes with internal and external customers and suppliers. Must be capable of leading a tool design team in an effective manner, providing organizational skills that ensure the team's objectives are clearly defined and are achieved on schedule, within budget, and in compliance with quality standards. Must also be capable of representing the Tool Design department in manufacturing plan development and improvement projects. Requires the ability to work with minimum supervision.

Normal Duties:

Responsible for the design or redesign of all types of tooling required in the manufacture, assembly, test and delivery of aerospace products. Creates tool designs that satisfy the required function as specified in the tool request, and that support cost effective production of aircraft parts and assemblies while maintaining a healthy and safe production environment.

Obtains approval of conceptual tool designs from the tool request originator, the line manager of the user department, the Engineering Stress department (if required) and the Health and Safety department (if required), prior to producing the tool design drawing.

Produces tool designs and drawings/ models in computerized format as per the Catia Methodology Manual, BM4040.03.05.01 and as per ASA drawing standards. Modifies/redesigns manually produced drawings when required. Produces tool design lofts and space models in support of Tool Fabrication/Production requirements.

Provides support to Methods investigations of rejectable conditions when required. Supports the Tool Shop during the fabrication, tryout and checking of tools. Analyzes Tool Shop checking data and provides a disposition for rejectable conditions. Provides instructions on the safe use of designed tools to Production personnel. For all Tool designed tools, creates a tool order providing a tool fabrication estimate and instructions to the responsible tool fabrication department and/or

subcontractor. Compiles and issues requisitions for tooling raw material and hardware for in-house tool fabrication, as well as requisitions for subcontract offload of tool fabrication. Requests Engineering Stress department support when required (e.g. sling design).

When required, leads a group of tool designers by distributing, scheduling, controlling and checking their work. Provides visibility of performance to cost and schedule targets. Supports the development of Manufacturing Plans, including tooling plans, product structure breakdown, floor layout, tooling estimates, and schedules. Provides support to quality/cost/schedule improvement projects. Tool Designer will liaison and provide all technical support to ensure Bombardier standards are adhered to with regards to vendor/contractor issues. Maintains/updates the Tool Design Manual, the Tool Standards manuals, and operating procedures (T's).

Provides guidance to junior personnel engaged in related activities. Will provide in class or on the job training to Tool Designers. Performs other related duties as required.

**The ratio of group 1410 Tool Designers to group 1210 Tool Designer – Senior shall be maintained at a maximum ratio of one (1) group 1410 Tool Designer to seven (7) group 1210 Tool Designer – Senior.

METHODS ANALYST LEAD

CODE 1420

Job Requirement:

Requires a post-secondary degree, diploma or certificate in Mechanical/Industrial/Manufacturing Engineering or equivalent. This will be combined with a minimum of 10 years' ~~related~~ experience ~~in a computerized manufacturing environment as a Code 1220 Methods Analyst Senior or equivalent.~~

Requires a thorough knowledge of several areas of manufacturing. Must be a sight-reader of drawings and must be fully proficient in the use of CADAM and CATIA Technology.

Requires expertise in Aerospace Manufacturing and industry practices and specifications. May require specialization in functional disciplines of structural, electrical, mechanical, F.T.P. (including AWT) and fabrication of parts (Sheet Metal, Machine Composite, Details and Assemblies). Must have a thorough knowledge of process interfaces with all organizations requiring Methods Engineering input and feedback.

Requires superior organizational skills and the ability to set and prioritize jobs. The individual must demonstrate skill, ability, leadership, extensive job knowledge and experience, as well as demonstrated team leadership with a proven track record of continuous improvement and Achieving Excellence. Ability to work under minimum supervision.

Normal Duties:

In addition to performing the duties described in the classification Programmer Numerical Control Machine – Sr. (1203)

Prepare, plan and maintain work instructions including product specifications, assembly manuals, PVA's, technique sheets, and update references library text establishing the information required to manufacture a part or assembly. Apply estimated standards for tool build times as well as set up, run and assembly times to parts and assemblies.

Analyze new and complex designs of major modifications, major assemblies, installations, subassemblies, detail parts and recommend design changes. Shows progressive manufacturing bill of material for parts and assembly.

Conceive, conceptualize and generate requests for all related tooling including masters, interchangeability/replace ability media and tool coordination requirements.

Issue instructions to facilitate tool design and fabrication including tool type, quantity and performance requirements. Recommend jig functions and hard point locations for tool coordination. Generate requests, parts list, assembly sequence and condition of supply information.

Liaise with all departments in order to resolve in-house and vendor technical problems and facilitate continuous improvement opportunities.

Develop manufacturing plans based on the product strategy, assist methods engineers in developing the product manufacturing strategy based on the company strategy. Responsible for relevant work required for actioning RNCs. May investigate discrepant parts and tools using lofted information. May hand carry parts and tooling for investigate purposes.

Primary duties shall include: Support of the Program Change Request (PCR) process by obtaining and providing supporting data as required. Using Time/Methods studies, create improvement justifications and cost reduction initiatives including Capital Acquisitions, Line Balancing, Shop Floor Layout and Make/Buy requests.

Additional duties will include Automated Wire Testing database management. Will also include focal support in A/C level integrated Product Development (IPDT) and process capability, input to produce ability and other related tasks. **May act as PSI Coordinator. Will provide in class or on the job training to Methods Analysts.**

Will distribute work assignments and be responsible for the performance expectations of the team. Provide guidance and leadership to junior personnel engaged in related activities. Perform other related duties as required. **The ratio of group 1420 Methods Analyst Lead to group 1220 Methods Analyst Senior shall be maintained at a maximum ratio of one (1) group 1420 Methods Analyst Lead to seven (7) group 1220 Methods Analyst Senior.

MATERIAL LOGISTICS SENIOR – LEAD

CODE 1436

Job Requirement:

Requires a post-secondary Degree/Diploma in Materials Management, Business Management, Operations Management or equivalent. APICS certification, (C.P.I.M.) PMAC certification is preferred and 5 years experience in a computerized manufacturing environment. Must have excellent organization, administrative and communication skills, the ability to effectively represent the department and the ability to work under minimal supervision. Must also be able to perform in a multi functional, cross-designated organization. Must have extensive knowledge of Material Logistics and its relation to all other groups

including Finance, Production, Quality, Methods and Engineering. He/She must have demonstrated strong leadership skills and be able to independently guide and direct other Material Logistics personnel in an effective manner.

Normal Duties:

In addition to duties of lower Material Logistics classifications, this individual, because of his/her extensive knowledge and leadership skills, is able to lead projects and teams. This individual will also provide day-to-day coaching, training and direction to employees. He/She is responsible for assigning work, reviewing project schedules and coordinating/holding meetings with other groups including Finance, Methods, Quality, Engineering and Production. **May act as PSI Coordinator***
***Not to be construed as having jurisdiction over the PSI function.**

APPENDIX I

3. The Technical Group shall be comprised of employees in those classifications listed below:
1006 Quality Assurance Technician Jr.

LETTERS OF UNDERSTANDING

22. Re: Workplace Harassment

Investigation:

Prior to the receipt of the complaint the Union shall have the right to attempt to informally resolve co-worker complaints. Upon receipt of the formal complaint, the Supervisor/ Committee person contacted will immediately inform their Union or Company counterpart and together they will then interview the employee and advise the employee if the complaint can be resolved immediately or if the complaint should be formalized in writing. Properly completed copies of this complaint will be forwarded to the Human Resources Manager and the Union Chairperson.

A formal investigation of the complaint will then begin by the Chairperson and Human Resources Manager or their designates, **An Investigation Committee consisting of two persons appointed by the Company and two persons appointed by the Union will begin a formal investigation of the complaint** interviewing the alleged harasser, witnesses and other persons named in the complaint. Any related documents

Resolution:

~~The Chairperson and Human Resources Manager or their designates~~ **The Committee** will then complete a report on the findings of the investigation. The Chairperson and Human Resources Manager will make a determination on an appropriate resolution, in an attempt to resolve within ten (10) days and ensure the resolution is fair and consistent with the intent of the Company policy and National UNIFOR policy regarding discrimination and harassment in the workplace

27. Re: Work Commitment

During negotiations leading to the renewal of the 2006 collective agreement, the parties discussed the future work opportunities at the Downsview plant. This will confirm the understanding reached that the Company will maintain the following work at the Downsview facility for the life of the ~~2004-2018~~ **2018-2021** collective agreement.

- Global express ~~and~~ **5000 and 7500** (final assembly, production flight test, obtaining certificate of air worthiness, delivery of aircraft at Toronto site);
- Q400 (wing and cockpit production, final assembly, painting*, finishing, production flight test, obtaining certificate of airworthiness, delivery of aircraft at Toronto site)..
- Dash 8 – 100/200/300 (wing, cockpit, fuselage and nacelle assembly, final assembly, painting*, finishing, production flight test, obtaining certificate of air worthiness, delivery of aircraft at Toronto site).
- Methods, Quality, Tooling, and Material Logistics functions, related to the above work.
- Derivatives of the Dash 8 (final assembly). *Painting commitment is subject to customer specifications, machinery breakdown and overflow capacity needs.
- **Customer Service Representative (944) and Warranty Analyst (945) functions related to the current statement of work pertaining to Bombardier products**

NEW LETTERS

Letter of Understanding

Between

UNIFOR Local 673 (the Union)

And

Bombardier Inc. (the Company)

Without prejudice and precedence

Re: NC Programming

June 14, 2018

During the 2018 negotiations, the Company and the Union agree to the following understanding with regards to the amalgamation of role of NC Programming (1005 and 1203) roles into the Methods Analyst Role (1220 and 1420)

- The roles and responsibilities of the 1005 Programmer 1 and 1203 Programmer - Sr. will be added to the roles and responsibilities of the 1220 Methods Analyst Senior and 1420 Methods Analyst Lead
- Edgecam training will be provided to any current 1005 and 1203 employees in order to support the function of programming the NC Machines in the Tool Room
- "Post" software will be provided in order to utilize Catia v4 programming/tool paths
- Current 1005 and 1203 employees will be given first preference on all overtime opportunities on any NC programming (excluding B10 robots) for the duration of the 2018 collective agreement
- Current 1005 and 1203 employees will be offered 10 hours of overtime per week for the length of the 2018 collective agreement
- Fasttip training will be provided to Bill Tatsiopoulos in order to support the function of programming the Robots in B10

Letter of Understanding

Between

UNIFOR Local 673 ("the Union")

And

Bombardier Inc. ("the Company")

Without prejudice and precedent

Tool Design Backlog

During the 2018 negotiations, the Company and the Union discussed the outstanding sub-contracting hours permitted in letter of understanding dated January 14, 2014 and April 13, 2011 and agree to the following with regards to Tool Design and subcontracting of Tool Design:

- The Union will agree to the company's declaration that there are 5,962 hours which remain available for subcontracting purposes

- In order to maintain a proper accounting of the outstanding balance the company agrees
 - where practical to provide 10 days advance notice and an estimated number of hours to be sub-contracted
 - To meet with the Technical Zone Representative quarterly to perform an reconciliation of the actual hours sub-contracted
- Upon completion of the remaining 5,962 hours, all Tool Design work will be returned to the Bargaining Unit as defined in Letter of Understanding #27

Letter of Agreement
Re: Downsview Q400 Program Planning
Between
Unifor Local 673 (“the Union”)
And
Bombardier (“the Company”)

WHEREAS the Employer has completed a transaction on the final sale of the Downsview lands containing all current operations for Bombardier Aerospace, Toronto;

AND WHEREAS notwithstanding any other provisions in the Local 673 Collective Agreement, the parties hereby intend to work together collaboratively over the course of the collective agreement to address issues related to the Q400.

THEREFORE, in order to properly support the transfer of operations currently in scope at the Downsview facility, the parties agree to meet to formally discuss the transition of any/all employee movement from the Downsview facility and to defer any/all discussions until such time that there is sufficient clarity with regard to the future location of the Q400 program and potential timing of the move.

The Company agrees to voluntarily recognize the Union as the sole and exclusive bargaining agent at the new Q400 facility.

In consideration of this recognition, the Union agrees that this satisfies all obligations concerning employees covered under Letter of Understanding #27 – Work Commitment.

Letter of Agreement
Re: Downsview Global 5000/6000/7500 Program Planning
Between
Unifor Local 673 (“the Union”)
And
Bombardier (“the Company”)

WHEREAS the Employer has completed a transaction on the final sale of the Downsview lands containing all current operations for Bombardier Aerospace, Toronto;

AND WHEREAS notwithstanding any other provisions in the Local 673 Collective Agreement, the parties hereby intend to work together collaboratively over the course of the collective agreement to address issues related to the Global 5000/6000/7500.

THEREFORE, in order to properly support the transfer of operations currently in scope at the Downsview facility, the parties agree to meet to formally discuss the transition of any/all employee movement from the Downsview facility and to defer any/all discussions until such time that there is sufficient clarity with regard to the potential timing of the move of the Global 5000/6000/7500 to the new facility.

The Company agrees to voluntarily recognize the Union as the sole and exclusive bargaining agent at the new Global 5000/6000/7500 facility.

In consideration of this recognition, the Union agrees that this satisfies all obligations arising from Letter of Understanding #27 – Work Commitment.

Letter of Intent
Re: Learjet Wing
Between
Unifor Local 673 (“the Union”)
And
Bombardier (“the Company”)

Notwithstanding any other provisions within the Local 673 Collective Agreement, the parties agree that the Company may relocate the Learjet Wing to another facility or otherwise outsource. No job loss will occur as a result.

Letter of Intent
Re: Suspension of MoU on Q400 Program Competitiveness
Between
Unifor Local 673 (the Union)
And
Bombardier (the Company)

During the course of the negotiations of the collective agreement 2018, the Parties agreed, for the life of the Collective Agreement 2018-2021, to suspend the application of the *Memorandum of Understanding on Q400 Program Competitiveness* dated June 5, 2016.

If suitable for the Union, during the life of the Collective Agreement 2018-2021, the parties agree that the Union can decide to void the present Letter of Intent.