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**ASLQD001**  
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**QUALITY ASSURANCE**  
**REQUIREMENTS FOR SUPPLIERS**

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## 1. SCOPE

This document details the requirements to be satisfied by suppliers of Aero Stanrew Limited (ASL), in order to ensure the quality of materials, products or services to be delivered.

Where this document is invoked via the ASL Purchase Order, the supplier shall comply with the Quality Assurance Requirements set out in this document. The supplier shall except full responsibility for the quality and integrity of all materials supplied by them against ASL Purchase Orders.

This document is written to supplement national or internationally recognised QMS approvals already held by the supplier. It forms the basis of a system for those suppliers that have not been accredited with a national or internationally recognised quality approval.

This document establishes minimum Quality Assurance Requirements for all suppliers of materials, products or services intended to form a deliverable by ASL to its customer, whether they are provided by the supplier directly or are purchased from sub-tier suppliers.

This document is supplement to the purchase order and does not replace or alter any of the terms and conditions covered by that purchase order or other contractual requirements.

## 2. GENERAL

- a. Where there is a conflict between an ASL purchase order and this document, the purchase order requirements shall prevail.
- b. The supplier has an obligation to develop a QMS that ensures non-conformance prevention and continuous improvement in the materials provided.

## 3. ORGANISATION

- a. The supplier shall have a nominated person who shall have defined authority and responsibility for ensuring that the requirements of the purchase order and this document are implemented, met and maintained.

## 4. QUALITY MANAGEMENT SYSTEM (QMS)

- a. Where required the supplier shall document and maintain an effective QMS that is acceptable to ASL and its customers. This system shall be applicable to the scope of work undertaken, to ensure conformance to specified requirements. Generally the minimum QMS standard shall be ISO9001. If the quantity of work carried out by the supplier is  $\geq 50\%$  for the aerospace industry then the supplier should seek accreditation to AS9100. The QMS shall be effectively communicated and understood throughout the supplier's organisation.
- b. The supplier, upon request, shall allow access to the supplier's organisation and QMS by ASL, ASL's customer and regulatory authorities.

## 5. CONTRACT REVIEW

- a. The supplier shall undertake sufficient planning to ensure that ASL specified requirements are fulfilled.
- b. Prior to quotation or purchase order acceptance the supplier shall ensure that –
- c. The proposed order, or definitive order and supporting documentation is comprehensible and complete
- d. There is the necessary capability, capacity and resource to meet the order requirements, including all verification activities by trained personnel.
- e. The QMS employed will satisfy ASL requirements.

**6. DOCUMENTATION and DATA CONTROL**

- a. The supplier shall establish and control all documentation and data that relates to the QMS (i.e. Quality Procedures, drawings, specifications, supplier CofCs, production and test & inspection records). Documentation and records shall be stored free from fire, flood and deterioration.
- b. When utilising digital media, the supplier shall maintain a system for the controlled storage and protection of data.

**7. PURCHASING CONTROL BY THE SUPPLIER**

- a. The supplier shall have a documented system for evaluating and approving sources of bought out supplies. The supplier shall provide documented evidence of the selection and monitoring of purchasing sources.
- b. The supplier's purchasing documentation shall define all the necessary requirements to ensure that the purchased materials meet the ASL purchase order requirements and ASL's customer flow down requirements where stated. Supporting CofC's shall state that the requirements of the purchase order have been met and shall be signed by the supplier's release authority.
- c. All purchase orders shall be verified before being issued. All requirements shall be checked and authorised to reduce the risk failure to meet all of the order requirements including, the quality of the deliverable product.

**8. VERIFICATION and IDENTIFICATION**

- a. The supplier shall verify that incoming purchased product meets the purchase order requirements and that a CofC is provided stating that traceability has been maintained to original source of manufacture.
- b. Non-conforming materials shall be segregated and clearly identified as such.
- c. All purchased materials shall be clearly identified at all times, from receipt through to despatch. Maintaining full traceability.

**9. AERO STANREW LIMITED SUPPLIED MATERIAL**

- a. The supplier shall verify upon receipt, all materials supplied by ASL. These materials shall be segregated from other materials in a bonded store. The materials shall only be used for those purposes as indicated by ASL.

**10. CONTROL OF MONITORING AND MEASURING EQUIPMENT**

- a. The supplier shall maintain an effective system for control and calibration of monitoring and measuring equipment used to verify product integrity and conformity to requirements. The equipment shall be capable of providing accurate measurement and shall be calibrated to national standards.
- b. The calibration status of all equipment shall be readily determined from markings on the equipment.
- c. Calibration records shall be maintained detailing calibration dates, calibration results and where applicable, uncertainty of measurement.

**11. PRESERVATION OF PRODUCT**

The supplier shall ensure that control exists for the following

- a. Packaging materials
- b. Identification of materials
- c. Prevention of damage and deterioration
- d. Designated Quarantine and Bonded Store areas.
- e. Authorised issue and receipt of stores materials
- f. The management of shelf-lived controlled materials
- g. Materials shall be despatch in suitable packaging so as to prevent damage and deterioration during handling, transportation and storage until acceptance by ASL.

**12. PRODUCTION CONTROL**

- a. The supplier shall implement, maintain and control production processes that ensure product realisation in accordance with all requirements. Production process shall be efficient in producing conforming product and shall identify conditions adverse to the quality of the product at stages suitable so as to prevent excessive scrap and rework.
- b. Changes to production processes that may or do affect the form, fit, and function or otherwise alter the product in any way shall be approved by ASL before the product is delivered to ASL.
- c. Production operations shall be documented and records maintained for ready retrieval.
- d. Adequate, clean, maintained facilities shall be provided to enable consistent product realisation.
- e. Handling and transportation of product throughout the product realisation process shall ensure the product remains free from damage and deterioration.
- f. All tooling used in the product realisation process shall be verified and controlled.

**13. CONTROL OF NON-CONFORMITY**

- a. The supplier has no discretionary power to depart from the specified drawing, specifications or order requirements without express written consent from ASL. Unavoidable departures must first be advised to ASL in the form of a Production Permit Application
- b. Non-conformances arising after product realisation and deemed as unavoidable shall be notified to ASL in the form of a Concession Request.
- c. Production Permits and Concession Requests shall provide as much information as possible in order for ASL and ASL's customer to make an appropriate disposal decision.
- d. Production Permits and Concession Requests shall be in a format acceptable to ASL and ASL's customer.
- e. Product shall not be despatched to ASL until the supplier has received approval.
- f. Production Permits and Concession Requests shall not be considered if the non-conformance is deemed to be the direct result of the supplier's QMS or process' failure and is correctable by the supplier.
- g. ASL is committed to a program of non-conformance prevention and requires the supplier to contribute towards the program. In the event of a reject upon the supplier, a suitable and timely corrective action response shall be required. Failure to supply this information shall effect the supplier's performance measures and ultimately the supplier's suitability as an ASL supplier.
- h. Any non-conformity suspected or found after delivery shall immediately be brought to the attention of ASL's Quality Manager or his deputy, who shall instigate recall, quarantine and investigation actions.

**14. CERTIFIED RELEASE AND DELIVERY**

- a. Where it is specified as a condition of the purchase order, a Certificate of Conformity (CofC) shall be supplied with the deliverable product.

All CofCs shall include

- b. the supplier's organisation details
- c. details of the ASL purchase order
- d. sufficient information to identify the material
- e. quantity of parts delivered
- f. issue status of material
- g. details of applicable production permits or concessions
- h. details material and lot traceability
- i. shelf-life where applicable
- j. End User Statement and License Number where applicable
- k. Identification marks and serial numbers where applicable
- l. The CofC shall also include a statement of conformance as stated below, or of a similar format that is acceptable to ASL;  
*'Certified that the whole of the supplies herein have been manufactured, inspected and/or tested and, unless otherwise stated, conform in all respects to the requirements of the contract or order'*
- m. Failure to deliver the correct paperwork/CofC with the product shall result in the product being rejected back to the supplier and/or the reject being recorded against the supplier's performance measures.

**15. TRAINING**

- a. The supplier shall ensure that operators involved in the product realisation processes from receipt of request for quote to despatch of completed order are trained or hold appropriate academic qualifications to meet the requirements of the order. Records of training, competence and awareness shall be maintained.
- b. Personnel involved in inspection activities shall have eye sight inspections carried out annually.

**16. SUPPLIER MONITORING**

- a. ASL actively monitors its supplier's performance on quality, cost and delivery. A supplier that does not consistently achieve an acceptable level of performance shall be formally notified and shall be required to implement improvement actions accordingly. Failure by a supplier to improve their performance shall result in the supplier being removed from ASL's approved supplier list.

**17. SPECIAL PROCESSES (NADCAP)**

- a. Where processes are required to be carried out by a NADCAP approved supplier in accordance with the purchase order and the customer flow down requirements, the supplier shall ensure that this requirement is met.
- b. Special processes requiring NADCAP approval are considered as follows
  - Non-destructive testing (NDT)
  - Materials Testing (MTL)
  - Heat Treating (HT)
  - Coatings (CT)
  - Chemical Processing (CP)
  - Welding (WLD)
  - Non-conventional Machining & Surface Enhancements (NMSE)

*(Source: SBAC SC21. 21<sup>st</sup> century supply chains. The Benefits of holding Nadcap Accreditation).*

**18. HEALTH & SAFETY and THE ENVIRONMENT**

- a. Suppliers to ASL are expected to meet Health & Safety legislation requirements and have at minimum an Environmental Policy Statement from Top Management.
- b. The supplier shall acknowledge that there is an obligation by both the organisation and the employee's of the organisation to maintain a healthy and safe working environment.

**19. PROTECTION OF PROPRIETARY INFORMATION**

- a. Any information received through business dealings with ASL shall be kept confidential and not be used for personal gain. Disposal of such information shall be via a secure method so as to prevent the information from reaching unapproved sources.

**20. FIRST ARTICLE INSPECTION REPORTS**

- a. If a FAIR is requested on the order it shall be supplied with the product and in the format detailed on the order. The FAIR shall have no discrepancies, deviations or non-conformances other than those approved through the production permit / concession process. The FAIR is considered as a deliverable item and shall be treated as such with regards to rejection if non-conforming.