

David Paull (CNC) Engineering Limited
Jon Davey Drive
Treleigh Industrial Estate
Redruth, Cornwall
TR16 4AX

DPE-W07-03-01 Supplier Quality Assurance
(SQA) Standard Requirements

1. Purpose

The purpose of this document is to define the requirements that shall be applied by suppliers to David Paull (CNC) Engineering Ltd (DPE).

2. Scope

All suppliers of production materials, sub-contracted process operations or special processes.

3. Supplier's responsibility for the quality of its products or services

The Supplier is responsible for providing products or services which are free from defects and in accordance with any drawing or specification stated on the Purchase Order. The Supplier must check that the documents are complete and correct and where necessary, request further information/clarification from DPE. The Supplier must be aware of the requirements placed on the product and obtain all necessary information from DPE if any issues are unclear.

No part of an order shall be sub-contracted without DPE's prior written approval and all requests for such approval shall specify the goods or services to be covered and the identity of the sub-contractor.

If DPE agrees to the placing of sub-contracts, all requirements placed on the Supplier by DPE must be flowed down to the sub-contractor. A copy of all such sub-contracts must be forwarded to DPE on demand.

Any approval of sub-contracting shall not relieve or vary any obligations or liabilities of the Supplier.

The Supplier must ensure that their personnel are aware of

- Their contribution to the conformity of products or services it provides, including those from DPE designated sources.
- Their contribution to Product Safety
- The importance of Ethical behaviour (DPE Ethical Behaviour Policy available at <http://www.dpengeeringltd.co.uk/about-us/company-policies.html>)

In addition, the supplier must ensure that all possible measures are taken to prevent the use and/or delivery to DPE of counterfeit/suspect unapproved parts.

4. Quality Management System

4.1 General

Suppliers to DPE must be approved as a minimum to, ISO9001 (latest revision), preferably suppliers will be approved to AS9100 or TS16949.

4.2 Certification

When Suppliers have been re-assessed by their approval bodies, they must send their updated ISO/AS/TS approval certificate to DPE to maintain their approval to supply.

4.3 Auditing/Rights of Access

If necessary, DPE, together with representatives of its customer, relevant regulatory or safety authorities, is entitled to examine the Supplier's quality assurance measures following prior agreement of an appropriate date.

The Supplier shall grant DPE, its customer, relevant regulatory or safety authorities, reasonable access to the relevant areas of all facilities, at any level of the supply chain involved in the work and permit examination of all documents and records which DPE or the examining party deems to be relevant.

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5. Preconditions and measures

As applicable, the Supplier must introduce specific preventive measures in order to detect sources of defects at the earliest stage possible. Defects occurring in production must be detected in good time to allow suitable immediate measures to be taken to prevent their escape.

5.1 Documents

The Supplier must ensure that they have the latest issue of the documents stated in the DPE purchase order.

5.2 Identification and Traceability

The Supplier shall maintain product identity, configuration and traceability throughout the manufacturing process in strict accordance with the purchase order requirements.

5.3 Special Processes

Where specified in the purchase order, the Supplier shall only use customer approved special process providers that are accredited to pri-NADCAP. This requirement applies to Suppliers who perform special processing such as heat treatment, plating, non-destructive testing etc, as part of their internal operations. The Supplier shall impose this requirement on all of its sub-suppliers.

5.4 First Article Inspection to AS9102

If required DPE will provide the necessary forms to the Supplier for completion.

The Supplier shall complete a First Article Inspection Report (FAIR) when the following conditions apply

- After any significant change to a product or process
- New product
- Change in design affecting fit, form or function
- Change in manufacturing source, process, location of manufacture or material
- Lapse in production of 2 years, or
- As requested by DPE

The FAIR shall not in any manner relieve the Supplier of its obligations and responsibility for its products and services.

5.5 Control of non-conforming product

The Supplier shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. Product dispositioned for scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

5.6 Disposition approval

Unless otherwise stated, if a nonconformity results in a departure deviation from the purchase order requirements, the Suppliers shall not use dispositions of "use as is" or "repair" unless specifically authorised by DPE.

5.7 Request for concession

In the event that the product or service deviates from the agreed specification, or from the agreed process, the Supplier must obtain DPE's written approval before the products are despatched.

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5.8 Detection of defects after delivery to DPE

If defective or counterfeit products are detected after delivery to DPE, the Supplier shall take all measures immediately to contain the defect.

DPE will issue a rejection document along with a Correction Action report form which will be in the industry standard 8D format.

5.9 Change Control

The Supplier shall notify DPE in advance of any planned changes in the product and/or process, materials, tooling, any changes of sub-supplier, or any change of manufacturing facility / location.

The Supplier shall assess the results of changes to confirm that the desired effect has been achieved without any adverse effects to product conformity.

5.10 Preservation, packaging and marking

5.10.1 Preservation of product

The Supplier shall preserve the product during internal processing and delivery to DPE in order to maintain conformity to requirements. Preservation shall include, where applicable and in accordance with DPE's requirements, provisions for;

- Cleaning
- Prevention, detection and removal of foreign object debris (FOD)
- Special handling for sensitive products
- Marking and labelling including safety warnings
- Shelf control and stock rotation
- Special handling for hazardous materials

5.10.2 Packaging identification and marking

The Supplier is responsible for protecting the products during shipment to DPE and shall use suitable packaging and means of transport.

The delivery note and packaging units (external packaging, individual packaging) must as a minimum be marked with the following:

- Purchase order number
- Quantity and unit
- Drawing number or specification with issue status

5.11 Release certification

Certificates of Conformity shall be supplied with all deliveries. This should certify that the goods supplied are in every respect, as specified in the order.

The certificate should include test results as follows:

PLATING – Thickness Testing Results

MATERIAL – Mechanical Test and Chemical Analysis results.

And any other requirements as stated on the order or in line with our Supplier Quality Assurance (SQA) Standard Requirements.

Unless otherwise stated in the Purchase order, the Supplier must retain all release documentation for a minimum period of 15 years and be able to provide these to DPE within 24 hours of request.

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5.12 Archiving of records

The Supplier shall maintain records sufficient to provide evidence that the parts have been manufactured or sourced in accordance with the relevant Purchase Order requirements. The records shall be securely stored in such a way that they remain legible, readily identifiable and retrievable and that only authorised personnel can access them. These archiving obligations also apply to optical discs and electronic data carriers.

Unless otherwise stated in the Purchase Order, the records shall be retained for a minimum period of 15 years.

DPE's representatives and / or regulatory authorities must be allowed reasonable access to review the records at a mutually convenient time.

If the Supplier ceases trading for whatever reason before the archive period is expired, all documents must be transferred to Suppliers legal successor or made available to DPE.

5.13 Inspection Equipment

The Supplier must have the necessary inspection equipment to allow the Supplier to check all product characteristics as defined in the specification. Inspection equipment must be calibrated and traceable back to National Standards. If an external company is used for calibration, it must be appropriately **UKAS accredited**.

5.14 Goods receiving inspection at DPE

The Supplier is responsible for delivery of the products/services ordered in accordance with the specifications. On receipt at DPE, the goods will be checked with regard to quantity, identity, reviewed for possible counterfeit parts, transport and packaging damage. The Supplier will be notified of any detected deficiencies without delay.

Furthermore, DPE may, after receiving the goods, conduct additional checks on the quality of the supplied goods and will notify the Supplier of any deficiencies and non-conformities identified.

5.15 Delivery/Quality performance

The Supplier is under obligation to comply with and monitor **specification/drawing conformance**, quantities and delivery dates. If the Supplier establishes that it will not be possible to supply the ordered delivery quantity on the agreed date to the **specification/drawing requirements**, DPE must be informed immediately.

Any repeated issue that has not been adequately addressed by any supplier, may be subject to a review visit to create an action plan and target dates for completion. After completion, any further issues for the same problem may result in suspension of the supplier until more robust actions are in place to eliminate the problems. If the issues cannot be permanently resolved, the supplier may be removed from the Approved Supplier Register.

5.16 Training and qualification

All of the Supplier's employees must be qualified in accordance with their area of activity. For special processes (e.g. Non Destructive Testing, plating, heat treatment) only persons with the specified qualifications will be assigned to perform the prescribed task. The Supplier shall maintain training and qualification records relating to its employees.

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5.17 Free issue materials

All jigs, tools, fixtures, test equipment, materials and other such items supplied to the Supplier by or at the expense of DPE shall remain the property of DPE.

The Supplier shall ensure that all such items are clearly marked and stored as being the legal property of DPE, and that they are not used for contracts for any third party.

Any scrap material generated from free issue material shall remain the property of DPE, who may direct its return or credit against the cost of executing the order. The Supplier shall be liable for any loss or damage of items supplied under this clause.

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