



Purchase Process Specification

QEP- PS-40 Issue C. Supplier Quality Requirements

This procedure has been written to inform all Suppliers of the QEP Quality Assurance and Business requirements.

1. Suppliers should preferably hold or working towards achieving ISO 9001 and/or AS9100 accreditation or have a documented Quality Management System (QMS).
2. Special Quality related instructions shown on the Purchase Order must be adopted by the Supplier and should form part of the Suppliers Contract Review procedure which results with an acknowledgement to QEP.
- 3 Suppliers of Coiled material must comply with Procedure QEP-PS-01.
- 4 Plating Suppliers must comply to QEP-PS-02 Process Instructions.
- 5 All materials supplied must have been appraised to establish if there are any concerns related to the REACH chemical regulations. In the event that any concerns are identified then they must be discussed with QEP prior to delivery.
- 6 Suppliers to QEP must have an Insurance Policy to cover Product and Public Liability to a minimum value of £5M
- 7 QEP Standard Terms and conditions are issued and Suppliers' are required to comply with the requirements.
- 8 Suppliers must have a Waste Disposal Policy which complies with current Local Government regulation and controls and ensure that all waste/scrap is disposed of in a responsible way.

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- 9 The Supplier must notify QEP of any changes to the Product or Processes, unexpected anomalies, non-conformances, changes of suppliers and/or of changes of manufacturing facility location. QEP reserves the right to approve such changes or incidents before work is allowed to proceed.
- 10 The Supplier shall pay special consideration and attention within their processes regarding Product Safety, Foreign Object Detection (FOD) and prevention of Counterfeit Parts or Materials, in order to maintain and ensure the integrity of the Product. These requirements shall be communicated where applicable within the Suppliers organisation.
- 11 All applicable certificates are to be sent with each shipment. Furthermore, the Supplier shall retain records pertaining to manufacture, inspection and test of QEP products or work for a period of no less than 10 years.
- 12 The Supplier acknowledges QEP's right of access to its facilities, product and/or quality records at any time by QEP, its customer or regulatory authorities, in order to verify quality of products or work. Right of access may be limited to only those records and product applicable to QEP's products or contracts.
- 13 The Supplier must allow QEP access to recover materials or Tooling which may be the result of any Liquidation process.
- 14 The Supplier must acknowledge it shall apply suitable corrective action when presented by QEP complaints or non-conformance reports.

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15 All purchasing requirements shall be flowed down to sub-tier suppliers or sub-contractors.

16 Suppliers shall comply with the Aerospace Industries Association of America (AIA) and Defense Industries Association of Europe (ASD) "Global Principles of Ethics in Aerospace & Defense Industry", available for review at the following link;
www.asd-europe.org/sectors-policies/business-ethics

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