



(QCP06E)

SPOR's

**SUPPLEMENTARY
PURCHASE ORDER
REQUIREMENTS**

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Changes to this document over previous issues are highlighted in **Bold type** and by the mark in the left margin

FORWARD

Dear Supplier

Part of the key to Control Techniques Dynamics continued success is the contribution that our suppliers make to our business.

The last few years has seen a concerted effort to establish better communications with our suppliers and a number of activities have been undertaken.

This document helps support these activities and I would ask you to spend a few minutes reading this to ensure its requirements are understood & complied with by all relevant staff within your company.

Thank you again for your continued support.

*Richard Turpin
Purchasing Manager*

1. INTRODUCTION

- 1.1. Control Techniques Dynamics Ltd. hereafter referred to, as CT Dynamics requires all suppliers to accept responsibility for the quality of the goods that they supply against CT Dynamics purchase orders.
- 1.2. This document specifies the elements of a quality control system to be established, documented and maintained by the supplier and **replaces all previous issues of this and other documentation relating to Supplier Quality Requirements**
- 1.3. PART 1. Quality Control requirements applicable to all suppliers.
- 1.4. PART 2. Specific Quality Control requirements for machining and manufacturing sources.
- 1.5. Compliance with the applicable requirements of this document is a contractual obligation when stated in the purchase order. In the event of any conflict between the requirements of the purchase order and this document, then the purchase order requirements shall prevail.
- 1.6. Giving due notice, representatives of CT Dynamics and/or their customers, shall be granted access to the supplier's premises at all reasonable times for the purpose of evaluating the supplier's conformance to the requirements of CT Dynamics purchase orders.

PART 1

QUALITY CONTROL REQUIREMENTS APPLICABLE TO ALL SUPPLIERS

2. QUALITY CONTROL ORGANISATION AT SUPPLIERS

- 2.1. The supplier shall establish, document and maintain an effective system for the control of product quality. This shall be administered by a person both technically and administratively qualified to control the quality of supplies produced against CT Dynamics order requirements.
- 2.2. Such person, hereafter referred to as the "Quality Manager", shall be directly responsible to the Chief Executive
- 2.3. Where a supplier's resources do not allow the appointment of a Quality Manager then the ultimate responsibility for Quality shall be undertaken by the Chief Executive.
- 2.4. The Quality Manager shall ensure that all information including specifications, drawings and procedures relevant to the contract are available and understood before acceptance of any CT Dynamics Purchase Order. This review will include verification of CT Dynamics certification requirements.
- 2.5. The Quality Manager shall ensure that his organisation has the necessary resources and skills to meet all the Quality requirements of CT Dynamics Purchase Orders.
- 2.6. A suitable environment shall be provided for all inspection operations, the extent of which shall depend upon the nature of the work being placed on the supplier.
- 2.7. Registration to ISO9000:2000 is preferred-although not compulsory. Where applicable, CT Dynamics shall use clauses of the standard for selecting suppliers.

3. CONTROL DURING MANUFACTURE

- 3.1. Where specifications or Purchase Orders state that the product is subject to special controls, the supplier shall ensure that these requirements are documented and controlled during manufacture.
- 3.2. Where required the supplier shall ensure that material is traceable to its original source.

4. QUALITY ASSURANCE TEST (QAT)

- 4.1. A QAT shall be performed when invoked by the CT Dynamics Purchase Order.

4.2. The supplier shall produce a Quality Plan and inform the CT Dynamics Quality Assurance Department when the Test is to take place. CT Dynamics may exercise the option of witnessing the Test.

4.3. The supplier shall submit a report of the Test result to CT Dynamics Quality Assurance.

5. QUALITY ASSURANCE OF INITIAL DELIVERIES (FIRST ARTICLE INSPECTION)

5.1. First Article Inspection (FAI) shall be performed when invoked by the CT Dynamics purchase order. This may include, but shall not be limited to: -

5.2. Review of detail component manufacturing data for completeness and correct application of processing, non-destructive testing, etc.

5.3. Inspections of features essential for correct operation of the assembly.

5.4. Witness of assembly operations.

5.5. Witness of acceptance testing.

5.6. Examination of the unit/component for completeness prior to delivery.

5.7. Copies of FAI's shall be forwarded to CT Dynamics Quality Assurance on request.

6. CONTROL OF NON-CONFORMING MATERIAL

6.1. Non-conforming material may be submitted to CT Dynamics for consideration of concession.

6.2. Applications may be initially requested by email, or fax and addressed to:
The Purchasing Department - CT Dynamics Ltd.

6.3. The Concession Application shall clearly show full details of the parts for consideration. At an appropriate stage CT Dynamics will need to be provided with details of corrective and preventative action taken.

6.4. Non-conforming parts accepted under the concession procedure shall be clearly identified with a Concession Number provided by CT Dynamics. This number shall also be referenced on the release documentation.

6.5. Non-conforming material found after delivery to CT Dynamics will be the subject of our Corrective Action procedure (3Q) The Supplier shall be sent a 3Q email detailing the defect number, non-conformance and supplier actions needing completion. Any non-conforming material returned to the supplier shall not be re-submitted to CT Dynamics without reference being made to the 3Q defect number and a fully completed 3Q report.

6.6. If product is not re-submitted, the supplier shall still complete the 3Q actions - containment, root cause and corrective/preventative and return via email within the timescales stated.

6.7. -The actions required by the supplier in respect of a rejection are listed as a rejection code(s). These codes are listed in appendix 2

6.8. Authorisation to deviate from the CT Dynamics specification may be granted in advance of manufacture by using a Production Permit. An application for a Production Permit shall be submitted in accordance with clauses. 6.1 to 6.4

7. RELEASE PROCEDURE

7.1. **CT Dynamics quality certification codes are listed on the PO. These are given in appendix 3 of this document.**

7.2. The supplier's authorised representative shall sign the C of C*

(* CTD will accept the use of computer generated signatures, especially prevalent in large distribution companies such as RS, Farnell etc..)

7.3. The C of C shall clearly relate to work carried out or to the original source of items supplied.

7.4. As a minimum the C of C shall contain:

- a) CTD Purchase order number
- b) CTD part number
- c) Issue Number of parts supplied
- d) Qty delivered
- e) Batch number identifier #
- f) Material standard / grade used in construction of the part ~
- g) Reference to any applicable heat treatments and/or NDT operations.
- h) Supplier declaration
- i) Authorised release signature
- j) Full batch traceability certificates required showing original production batch numbers**

Suppliers own identifier that will allow specific traceability back to the point of manufacture and raw materials

~ **Written Statement only required however** Copies of actual mill certs as long as these show the standard / grade of material used are accepted as supplementary proof to the written statement.

** This must be back to original manufacturers paperwork (This applies to Code 2 quality code only.- see appendix 3)



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7.5. Reference is to be made to any relevant concessions or production permits granted by CT Dynamics.

7.6. Even if a C of C is not required by the purchase order, the delivery note will still contain as a minimum the requirements of c 7.4 a to e

8 ENVIRONMENTAL

CT Dynamics takes environmental issues seriously. Compliance with all statutory requirements (such as RoHS) is a pre-requisite of any product or service supplied to CT Dynamics. It is the responsibility of the supplier to inform us if there are any changes in compliance.

Part of our new or modification design process will be seeking clarification of the products environmental impact.

CT Dynamics is committed to working with suppliers to reduce waste from by-products such as packing and where appropriate re useable packing schemes could be used.

PART 2

SPECIFIC QUALITY CONTROL REQUIREMENTS FOR MACHINING AND MANUFACTURING SOURCES

9 CONTROL OF SUPPLIER LOWER TIER SUB-CONTRACTING

- 9.1 The supplier shall ensure that any CT Dynamics work sub-contracted to a lower tier source shall be strictly in accordance with the requirements of the Purchase Order.
- 9.2 Giving reasonable notice, CT Dynamics or its authorised representative shall have access to lower tier sources for the purpose of evaluating conformance to the requirements of CT Dynamics purchase orders.
- 9.3 The supplier shall accept the right of CT Dynamics to reject the use of lower tier sources that do not demonstrate compliance with applicable requirements.

10 CONTROL OF INSPECTION

- 10.1 Inspection must be conducted to ensure that all products conform to the CT Dynamics Purchase Order and specifications.
- 10.2 A Quality Plan appropriate to the specification required shall be introduced which clearly indicates the sequence of inspection and methods to be used. An example of this is included in Appendix 1.
- 10.3 The supplier shall accept the right for CT Dynamics to require amendments to Quality Plans if they consider they are inappropriate or additional levels of surveillance are required.
- 10.4 Inspection documents may be required for certain products. CTD will agree this with the supplier within acceptable timescales.



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Appendix 1. Example of a Quality Plan.

Quality Plan			
Part No. 123456		Issue No. 1	Part Name. Motor Part
Item to be Inspected	Measurement Method	Frequency	Location of Inspection
Raw Material	Check release Paperwork to bar stock No,	1 bar per delivery	Goods Inwards
Overall length	Digital caliper	100%	Operator check
Overall diameter	Micrometer	1 in 10	Operator check
Concentricity of bore	CMM	BS6001 Single Sample AQL 0.65%	Quality Control
Surface Finish	Visual check	3 times per shift	Line Inspector
Finished Product	Various	BS6001 Single Sample AQL 0.65%	Quality Control Final Inspection

Appendix 2 Rejection Codes

Code	Action
1	We have rejected the batch because of the discrepancies listed. Please investigate and provide written conformation of cause(s) and any implemented preventative action(s). Product should be replaced or reworked, and then returned, ensuring CAR number is quoted on all paperwork. Ensure CAR is returned with product and clearly states whether the product has been replaced or reworked.
2	We have rejected the batch because of the discrepancies listed, but due to urgent requirements a QTY will be rectified by CTD. You may be advised of any costs encountered. Ensure balance, if applicable, is replaced or reworked, and then returned, ensuring CAR number is quoted on all paperwork. Ensure CAR is returned with product and clearly states whether the product has been replaced or reworked..
3	We have rejected the batch because of the discrepancies listed. Our engineering department has accepted the quantity shown and raised a concession for their use. Ensure any similar parts you have are checked and if appropriate CTD notified of any problems. This product must not be shipped until approval is received. Ensure CAR is completed and returned promptly. Acceptance of this batch does not imply that similarly affected product will be accepted
4	We have rejected the batch because of the discrepancies listed. We do not require the parts returning to CTD. Please ensure that the CAR is completed and returned promptly, with a credit note raised for the appropriate quantity shown. Please ensure the CAR number is quoted on all communications.
5	No response required for information only . / Please provide credit note for parts returned

Appendix 3 Quality Codes

Code No	Requirement
1	Certificate of Conformity required (see clause 7 of this document)
2	Certificate of Conformity & full batch traceability documentation (see clause 7.4j)
3	CAA Certification
4	BS9000 Certification
5	No longer used
6	DEF STAN 59-36
7	No release certification required
8	Certificate of Conformity with copy of original raw material certificate(s)
9	NAMAS (UKAS) approved calibration required
10	DEF STAN 05-61 part 1
11	UL recognised product
12	Certificate of Conformity required (see clause 7 of this document) plus UL recognised
13	Calibration to traceable national standards
14	First Article Inspection report required (see clause 5 of this document)