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| Document No.:<br>RDOC-1387244707-5   | Version:<br>4.0 | Revision Date:<br>14/06/2018 | Owner:<br>Head of Purchasing &<br>Supply Chain |
| Title:<br>PP MTC PPL – Supplementary Supplier Requirements for Aerospace<br>and Defence Orders |                 |                              |  |
| Document Type:<br><i>Operational policy</i>  |                 |                              |  |

## 1 PURPOSE

To define the supplementary supplier requirements for aerospace and defence orders that are to be flowed down to suppliers via purchase orders.

## 2 SCOPE

All orders for aerospace & defence orders raised by Performance Products Midlands Technical Center (PP MTC).

## 3 APPLICABILITY

The scope is applicable to the purchasing and logistics functions at PP MTC

## 4 KEY RESPONSIBILITIES

The Head of Procurement is responsible for the implementation of this procedure.

## 5 PROCESS FLOWS

Not applicable.

## 6 SUPPLEMENTARY REQUIREMENTS

- 1) Suppliers must maintain a quality system that, at a minimum, complies with ISO9001 (latest revision).
- 2) Ricardo Performance Products, their customer and regulatory authorities must be granted right of access to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- 3) The supplier is responsible to notify the Ricardo buyer within 5 working days of any changes in Quality System status, including extensions or reductions in scopes of approval, third party and/or regulatory Quality Approvals that are either gained or withdrawn.

- 4) Where suppliers hold AS9100 and or NADCAP approvals then product should be processed & released to those approvals.
- 5) Records which establish and maintain evidence of conformity to requirements must be available for review by Ricardo Performance Products and / or Regulatory Authorities in accordance with Ricardo Performance Products or regulatory requirements.
- 6) Records which establish and maintain evidence of conformity to requirements must be retained by the supplier, they must remain legible, readily identifiable and retrievable for a minimum of 10 years.
- 7) Ricardo Performance Products must be notified when / if the supplier wishes to dispose of records as Ricardo UK may wish to retain them.
- 8) Records must not be destroyed without written permission from the relevant Ricardo Performance Products business unit Quality Manager / designate.
- 9) Ricardo Performance Products or their customer must be afforded the right to verify at the suppliers premises that subcontracted product conforms to specified requirements.
- 10) All suppliers are delegated to verify the conformance of product supplied to Ricardo Performance Products against contract or purchase order requirements. This will include a minimum of, but shall not be restricted to, a Certificate of Conformity.
- 11) The Certificate of Conformity shall include the following information as a minimum:
  - Consignee's name and address.
  - Consignor's name and address.
  - The unique reference number and date of the Certificate.
  - Description and quantity of supplies.
  - Drawing number and issue.
  - Purchase Order / Contract number.
  - Related specification and specification issue number.
  - Identification marks, serial numbers and concession reference (as appropriate).
  - Manufacturing lot number or traceability reference.
  - For all raw materials, cast and/or batch numbers/date code/lot number, test report reference and, if requested, copies of test results.
  - A statement of conformity individually signed by an authorised signatory of the supplier and shall be as stated below or similar, subject to agreement by Ricardo.

*'Certified that the whole of the supplies detailed hereon have been manufactured, inspected and tested and, unless otherwise stated conform*

- 12) The supplier shall ensure completion of all requirements of the Purchase Order prior to delivery, including all processes. Ricardo Performance Products must be notified in writing of any non-conforming product / operation prior to delivery. Product / Operations which do not fulfil the Purchase Order requirements will not be accepted, except by Ricardo Performance Products approved Concession or Purchase Order amendment.
- 13) The supplier must notify Ricardo Performance Products in writing of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain Ricardo Performance Products approval, and flow down to the supply chain the applicable requirements including customer requirements.
- 14) Any sampling techniques used to verify product conformity must be statistically valid. E.g. BS6001-1 (latest revision) ISO2859-1 (latest vision) (E) Level II 0,25 AQL. Sample size code letters are taken from Table 1, using General Inspection Level 2. The sample size is taken from Table 2A – Single sampling plans for normal inspection (master table).  
  
If a non- conforming feature is found on a sample part, then all parts in the batch must be checked for that feature.
- 15) All Critical / Key Features identified on either the Purchase Order or Drawing must be checked and recorded for every part in the batch.
- 16) Foreign Object Debris/Damage. Supplier is required to establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.
- 17) The Supplier shall certify that only new and authentic materials are used in products or goods delivered and that the products/goods delivered contain no Counterfeit Parts.
- 18) Supplier should ensure that staff are aware of: -
  - a. Their contribution to product or service conformity
  - b. Their contribution to product safety
  - c. The importance of ethical behaviour
- 19) Supplier should ensure that staff are competent and qualified (as appropriate) for the functions that they complete.
- 20) Human Factors should be considered when addressing non-conformity or corrective action.

## 7 REFERENCES

| Document No. | Title |
|--------------|-------|
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[RDOC-1132566343-7](#)

Schedule for the Retention of Documented Information

[RDOC-1132566343-6](#)

*Retention of Documented Information*

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## 8 PRECEDENCE

Legal requirements  
This document

## 9 DEFINITIONS

AQL Acceptance Quality Limit  
FOD Foreign Object Debris / Damage (context specific)  
PP Performance Products  
MTC Midlands Technical Centre

## 10 REVISION HISTORY

See SharePoint file history meta data and previous versions.