

HARD ANODISING SURFACE TREATMENTS LTD

Supplier Quality System Requirements And Purchasing Specification **Contents**

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Amendments

9 January 2006	Revision 1	New Issue
4 June 2007	Revision 2	1.19.3 amended
12 June 2012	Revision 3	1.11 Change Control added
12 April 2017	Revision 4	1.23 Counterfeit and Fraudulent Material Avoidance 1.24 Obsolescence Management
27 November 2017	Revision 5	1.20.4 added
21 November 2022	Revision 6	Change of Company Name – Hard Anodising Surface Treatments Ltd.

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Supplier Quality/environmental System Requirements and Specifications

1.1 INTRODUCTION

- 1.1.1 The purpose of this standard is to define the minimum quality system requirements that suppliers / sub-contractors are expected to operate in order to prevent the occurrence of non-conformity and to provide evidence of control and compliance with production data.
- 1.1.2 Hard Anodising Limited cannot meet these commitments to its customers without a commitment to quality from its suppliers/sub-contractors. Accordingly Hard Anodising Limited will select only those suppliers/sub-contractors who fully accept responsibility for the quality of products and services they supply and can demonstrate this through both the quality systems they operate and in their delivery performance.
- 1.1.3 Hard Anodising Limited aim to provide its customers with products and services that meet their needs and expectations over the life of the product or service. This is achieved by meeting specification requirements and utilising techniques that enable a process of continuous improvement.

1.2 ORGANISATION

- 1.2.1 The supplier/sub-contractors shall have an organisation with defined responsibilities for personnel engaged on work affecting quality, there shall be a Management Quality Representative with resources to ensure the requirements of this standard are implemented and maintained irrespective of other responsibilities. Hard Anodising Limited shall be notified on changes in company ownership, senior management, organisation structure or quality representative.

1.3 QUALITY SYSTEM

- 1.3.1 The supplier/sub-contractors shall maintain a documented quality management system that defines the procedures and methods employed to ensure that the products or services supplied to Hard Anodising Limited conform to the specified requirements. For this purpose a Quality Manual and appropriate associated instructions shall be prepared.
- 1.3.2 In the event of a situation where as an organisation supplying product to Hard Anodising Limited, does not hold any relevant third party approval, the supplier/sub-contractor MUST be able to demonstrate good process, system and traceability techniques with a clear understanding of what our business requires. These suppliers/sub-contractors will be closely monitored by purchasing and supplier quality assurance to ensure product quality and delivery performance.

1.4 CONTRACT REVIEW

- 1.4.1 The supplier/sub-contractor shall review every order from Hard Anodising Limited to verify that the requirements are adequately defined and documented, and that the manufacturing/ supply/stock resources are capable of meeting the requirements.
- 1.4.2 It shall be the supplier's/sub-contractor's responsibility to notify Hard Anodising Limited Purchasing department of all feasibility concerns and for ensuring these are resolved before commitment to supply. If the supplier's/ sub-contractor's supply plan includes sub-contract operations, details of such operations and of the sub-contract source shall be advised to Hard Anodising Limited purchasing department for their approval.

1.5 DESIGN CONTROL

- 1.5.1 The requirements for design control apply only in the following circumstances:-
- a) When a supplier/sub-contractor receives an enquiry or purchase order to design a product/process/material / chemical to Hard Anodising Limited specification.
 - b) When a supplier/sub-contractor of a proprietary product received an enquiry or purchase order to customise the product to a Hard Anodising Limited specification.
 - c) When a supplier/ sub-contractor receives an enquiry or purchase order which includes the design and manufacture of tooling. The supplier /sub-contractor shall establish a design control system that includes the following requirements:-
 - i) A review of the Hard Anodising Limited Specification to identify incomplete, conflicting or ambiguous requirements which shall be resolved with Hard Anodising Limited Engineering Department, via the Purchasing Department.
 - ii) The production of drawings that define product acceptance/rejection criteria and fulfil the Hard Anodising Limited specification requirements. Drawings shall be subject to Hard Anodising Limited Engineering Department approval, together with design and stress calculations when applicable.
 - iii) Design changes shall be identified and be subject to Hard Anodising Limited Engineering Department approval, via submission through Purchasing Department.
 - iv) Samples shall be manufactured and documented inspection and test records maintained, verifying compliance to both the design requirements and the Hard Anodising Limited specification.

1.6 DOCUMENT CONTROL

- 1.6.1 The supplier / sub-contractor shall maintain a documented procedure to ensure there is a controlled distribution of all documents relating to the requirements of this standard. Documents and subsequent changes to them shall be approved by authorised personnel and be available at the point of use with all obsolete documents promptly removed from use.
- 1.6.2 The control of purchase orders, drawings and specifications issued by Hard Anodising Limited shall be included in this procedure which shall ensure these documents are available to the supplier / sub-contractor.

1.7 PURCHASING

- 1.7.1 The supplier/sub-contractor shall select sub-contractors on a basis that shall include their ability to meet quality requirements. Sub supplier /sub-contractor assessment shall be carried out by an appropriate combination of surveillance of their quality systems and evaluation of capability from

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1.7.2 previous quality performance records as documented by the supplier/sub-contractor. Purchasing documents shall clearly describe the product or service required by reference to all the applicable drawings, specifications and other relevant technical data.

1.7.2 The applicable requirements of this specification shall be cascaded down to sub-tier suppliers in the purchase order, including key characteristics where required.

1.8 HARD ANODISING SURFACE TREATMENTS LTD. SUPPLIED PRODUCT/TOOLING

1.8.1 The supplier/sub-contractor shall maintain procedures for the control of product and tooling supplied by Hard Anodising Limited. It shall be verified on receipt of such product / tooling that it is correctly identified and received in an undamaged condition. The product and/or tooling shall be stored in a suitable area to prevent loss, damage or deterioration with particular attention being paid to the environment (humidity, temperatures etc). The product and tooling shall be issued only for work carried out against Hard Anodising Limited purchase orders. Any such product or tooling that is lost, damaged or found to be unsuitable for use shall be recorded and reported to the Hard Anodising Limited Purchasing Department as soon as possible.

1.9 PRODUCT IDENTIFICATION AND TRACEABILITY

1.9.1 The supplier/sub-contractor shall maintain procedures for identifying the product during all stages of production and delivery. For each batch of product delivered to Hard Anodising Limited it must be possible to trace raw materials back to the material manufacture. When Hard Anodising Limited supply product, deliveries from the supplier/sub-contractor must be traceable to the delivery documentation supplied by the supplier/sub-contractor shall provide certification with every delivery to enable traceability within the Hard Anodising Limited organisation. The type of certification will be specified on the Hard Anodising Limited purchase order and shall only be signed by the appropriate members of the Hard Anodising Limited Purchasing Department.

1.10 PROCESS CONTROL

1.10.1 The supplier/sub-contractor shall plan the production and ensure manufacturing processes are carried out under controlled conditions in a suitable environment. There shall be suitable work instructions defining the methods of production and specified product acceptance criteria. Inspection and testing shall be carried out on receipt of incoming material, during the course of manufacture and on finished product, in accordance with documented quality plans and procedures. Records shall be maintained which provide evidence that the product has passed inspection and test to the defined criteria. Records shall be traceable to the person authorised to verify product acceptability. Where an inspection stamp system is used there shall be a documented procedure to control their issue and use which will ensure that the company and responsible person can be identified from the stamp impression.

1.10.2 The product / tooling shall be identified throughout manufacture to indicate the inspection and test status. The product /tooling shall be held at each stage of manufacture until the planned inspection and test has been satisfactorily completed.

1.10.3 The use of sampling techniques in inspection shall be subject to prior approval by Hard Anodising Limited.

1.10.4 Key product characteristics as identified on the drawing must be 100% inspection, the use of sampling plans is not acceptable in these circumstances.

1.10.5 Statistical process control (SPC) techniques shall be an option used for controlling the manufacture of parts.

1.11 Change Control

1.11.1 Suppliers must notify the organization of changes in product and/or process, changes to specifications, changes of suppliers, changes of manufacturing facility location etc. and, must obtain approval from Hard Anodising prior to further supply

1.12 INSPECTION, MEASURING AND TEST EQUIPMENT

1.12.1 The supplier/sub-contractor shall make available sufficient and adequate measuring and test equipment to enable verification of conformance of the product to the specified requirements. The equipment shall be maintained and periodically calibrated against standards that are traceable to National Standards, in accordance with calibration procedures. The number and indicator of its calibration status shall uniquely identify each piece of equipment. A record shall be maintained for each piece of equipment showing its identity number, frequency of calibration, calibration method and calibration result against the acceptance criteria

1.13 CONTROL OF NON-CONFORMING PRODUCT

1.13.1 The supplier/sub-contractor shall maintain procedures to control non-conforming product and prevent inadvertent use. These shall include methods for identifying, segregating, evaluating, documenting, rectifying and disposing of the product. Deviation to product design shall be subject to prior approval by Hard Anodising Limited Engineering Department through the Hard Anodising Limited Purchasing Department. Prior to delivery a concession or production permit may be raised and submitted to Design for acceptance and / or comment.

1.14 CORRECTIVE ACTION

1.14.1 The supplier/sub-contractor shall document and maintain procedures for taking corrective action to prevent the recurrence of non-conforming product and for ensuring that such actions are effective. This shall include the implementation of 100% inspection whilst the causes are being investigated and preventive actions being implemented.

1.14.2 The supplier/sub-contractor shall formally advise Hard Anodising Limited of the causes of the non-conforming product, action being taken and implementation dates. Reject / non-conforming product shall be recorded and returned to the supplier/sub-contractor

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1.15 PRODUCT PRESERVATION

- 1.13.1 The supplier/sub-contractor shall maintain documented procedures to control the methods used for handling, storage, packaging and delivery of the product to prevent damage or deterioration. The product shall be packaged to preserve product quality to the point of receipt at Hard Anodising Limited premises. Hazardous product, product requiring special storage conditions, and product with limited shelf life, shall be clearly marked on each container to indicate the restrictions or limitations of use. All containers within a delivery shall be marked with the product identification.

1.16 DELIVERY REQUIREMENTS

- 1.16.1 Hard Anodising Limited requires that its suppliers achieve 100% on time delivery, and we monitor our suppliers' performance on achieving this. Where on time delivery targets are not met Hard Anodising Limited will supply data to the supplier, who is required to submit a corrective action plan. If delivery cannot be achieved to the scheduled date the supplier must notify Hard Anodising Limited at the earliest convenience.

1.17 QUALITY RECORDS

- 1.17.1 The supplier / sub-contractor shall maintain documented procedures defining the maintenance of quality records. Quality records shall be maintained so that they are readily retrievable and not subject to deterioration, damage or loss. Records appertaining to product supplied to Hard Anodising Limited or to processes used in the manufacture of product supplied to Hard Anodising Limited including all documentation pertaining to traceability requirements (material certificates, job/routing cards, release paperwork, concessions etc) shall be retained for the life of the part, product or appliance. Records may be disposed of only with the written approval of the Quality Manager. As an alternative to storing hard copies of quality records they may be scanned into a computer system and stored as electronic media provide there are suitable computer "back up" systems that meet the quality system requirements of Hard Anodising Limited.

1.18 INTERNAL QUALITY AUDITS

- 1.18.1 The supplier/sub-contractor shall carry out planned internal quality audits to verify the correct operation of procedures and the effectiveness of the quality system. The audits shall be carried out in accordance with documented procedures and to a planned schedule by trained individuals who are independent of the function being audited. Results shall be documented and deficiencies found are promptly corrected with methods put in place to prevent recurrence.

1.19 TRAINING

- 1.19.1 The supplier/sub-contractor shall maintain procedures for identifying the training needs and providing the training for all personnel performing activities affecting quality. Personnel shall be suitably qualified and proven competent for these activities on the basis of appropriate education, experience and training. Records of training shall be kept within a suitable environment, as to prevent deterioration, and made readily available upon request of the Hard Anodising Limited Quality Manager.

1.20 SUPPLIER/SUBCONTRACTOR ASSESSMENT BY HARD ANODISING LIMITED

- 1.20.1 Suppliers/sub-contractors are assessed by Hard Anodising Limited, the assessment being on the basis of a combination of the following factors:-

- a) Completion of a Supplier Assessment Questionnaire by the supplier/sub-contractor. This shall indicate either an existing valid approval as a result of third party assessment to an acceptable and recognised national or international standard, or the presence and successful operation of systems required by this standard.
- b) A survey of the supplier/ sub-contractors facilities, quality systems and records to determine the potential ability to meet the requirements of this standard and the product quality requirements. Audit report will be completed by the Supplier Quality Assurance Engineer to indicate the level of compliance.
- c) Non-conforming/rejected product received from a supplier/sub-contractor shall be recorded in order to analyse the supplier performance over a period of time. A Non-Conformance Report (NCR) will be issued with the rejected product to the supplier/sub-contractor, identifying the reasons for rejection.
- d) Adequate and timely response to discrepancies found in the suppliers/sub-contractors quality system or on notification of receipt of non-conforming product.

- 1.20.2 Hard Anodising Limited maintains an approved supplier/sub-contractors list, based on the assessment, from which the Purchasing Department is authorised to purchase parts, products or appliances. Unsatisfactory supplier/sub-contractor performance can result in non-inclusion or removal of a supplier/sub-contractor from the list.

- 1.20.3 In order that Hard Anodising Limited can comply with the terms and conditions of its approvals and customer commitments, it is necessary that suppliers/sub-contractors provide right of access for its representatives and its customers and also regulatory bodies. Free access shall be provided to enable review of all systems, documentation and records associated with the manufacture and control of productions supplied to Hard Anodising Limited.

- 1.20.4 Hard Anodising Ltd reserves the right to require and request evidence of external providers ensuring that their personnel are aware of:

- a) Their contribution to product or service conformity
- b) Their contribution to product safety
- c) The importance of ethical behaviour

1.21 GOVERNMENT, SAFETY AND ENVIRONMENTAL REGULATIONS

- 1.21.1 All materials used in product, part manufacture shall satisfy current government and safety constraints on restricted, toxic and hazardous materials; as well as environmental, electrical and electromagnetic considerations applicable to the country of manufacture and sale.

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1.22 CONFIDENTIALITY

- 1.22.1 The supplier should ensure the confidentiality of Hard Anodising Limited and their customer products/documentation along with all other related information.

1.23 COUNTERFEIT AND FRAUDULENT MATERIAL AVOIDANCE

- 1.23.1 The Supplier must have and maintain policies and procedures to ensure counterfeit and fraudulent material avoidance and be able to certify and trace all products supplied

1.24 OBSOLENCES MANAGEMENT

- 1.24.1 The Supplier must have and maintain policies and procedures to ensure suitable management of obsolescence so that all products, materials and services to Hard Anodising are assured and risk free.