

Contents

Change Control Record	1
Acronyms & Abbreviations	1
1 Introduction	2
2 Scope	2
3 Applicability	2
4 Quality Approval	2
5 Notification of Changes	3
6 Supplier Monitoring and Surveillance	3
7 Right of Access	3
8 Personnel	3
9 Provision of Information	4
10 Production/Service Control	4
11 Purchasing	4
12 Non-conforming Product/Service	4
13 Retention of Documented Information	4

Change Control Record

Issue	Summary of Changes	Effective Date
1	First Issue	03 Nov 17

Acronyms & Abbreviations

BPE Boundary Precision Engineering Ltd

1 Introduction

Boundary Precision Engineering Ltd (BPE) is committed to building and maintaining an effective supply chain through the clear and unambiguous communication of requirements and provision of quality products and services. Any queries regarding these requirements should be addressed to the Quality Department at BPE.

2 Scope

This document details the requirements for any suppliers of goods or services intended for incorporation of BPE products or services, including (but not limited to.):

- Suppliers of goods used to create BPE deliverables i.e. raw materials, bought-out parts or consumables.
- Suppliers of sub-contract operations to support BPE deliverables i.e. machining, forming, brazing, treatments, testing.
- Suppliers of services to support the creation of BPE deliverables i.e. calibration

Permission to deviate from the requirements in this document is at the discretion of BPE and must be agreed by the Management Representatives of BPE and the Supplier.

3 Applicability

These requirements apply to all suppliers within the scope detailed at Para 2. Should there be any conflict between these requirements and those specified in a Purchase Order, the purchasing conditions shall prevail. Any queries as to applicability must be resolved with BPE prior to supply.

These requirements also apply to the supplier's external providers as detailed at Para 2 and shall be flowed down as necessary.

4 Quality Approval

Goods and services shall only be procured from appropriately approved sources. Suppliers are expected to maintain, and be able to provide evidence of, a management system that conforms to the requirements of one or more of the following:

- ISO9000 series for non-aerospace related goods and services
- AS9100 series for aerospace related goods and services
- Customer specific quality approval (where required)
- Approval specific to the goods or services (i.e. ISO/IEC17025, NADCAP)

Where requested, the supplier shall provide evidence of conformance through provision of an approval certificate or other agreed means. Where customer specific approval is a condition, this will be flowed down in the purchasing documentation and will include the supplier's external providers. In case of conflict between BPE requirements and those of the Customer, the Customer conditions shall apply. Any queries must be resolved with BPE prior to supply.

5 Notification of Changes

The supplier will notify BPE of the following changes prior to implementation:

1. Quality Management System changes including organisation structure and key personnel, management activities or scope of approval.
2. Processes, products or services affecting BPE deliverables including external providers or location of manufacture.

6 Supplier Monitoring and Surveillance

Suppliers will be monitored, as a minimum, in respect of delivery and quality performance. Issues arising will be dealt with but, if a declining trend is apparent, BPE may instigate a supplier review to establish root causes and corrective actions. Surveillance visits may be undertaken periodically to confirm compliance.

7 Right of Access

Access shall, with reasonable notice, be granted to representatives of BPE, their customer and/or regulatory authorities to inspect or otherwise assess facilities, activities and documentation as appropriate to the product or service provided. This right of access shall apply throughout the supply chain.

Verification or validation activities are not generally undertaken at the supplier premises, however, if it should be required by BPE, their customer and/or regulatory authorities, access will be granted with reasonable notice. The supplier will provide samples or test specimens to BPE, their customer or regulatory authorities as required.

8 Personnel

AS9100/ISO9001 series requirements as applicable

Any additional or specific requirements for the competence, training and/or qualification of personnel undertaking work related to BPE deliverables will be flowed down through the purchase order or associated documentation.

All personnel undertaking work related to BPE deliverables must be made aware of, as applicable:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behaviour

9 Provision of Information

Requirements for the product or service to be provided will be notified by RFQ and/or Order including, where applicable, relevant specific technical data (e.g. specifications, drawings, process requirements and work instructions).

The supplier will ensure that information is made available to relevant personnel and any queries resolved prior to commitment to supply.

All relevant information and requirements shall be further flowed to the supply chain as required. The supplier is responsible for the compliance of their supply chain.

10 Production/Service Control

AS9100/ISO9001 series requirements as applicable

Any additional requirements for the control, test, inspection, approval and release of products/services will be detailed on the purchase order or related documentation. This includes any special requirements, critical items or key characteristics. The supplier shall ensure that the information is complete and unambiguous; any queries must be resolved prior to commencing work.

11 Purchasing

AS9100/ISO901 series requirements as applicable

Suppliers will flow down all requirements detailed herein to their external providers as applicable. If customer approved sources are specified within the purchase order then the customer requirements shall prevail. Suppliers must be able to demonstrate that they have processes for the prevention of counterfeit parts.

12 Non-conforming Product/Service

AS9100/ISO901 series requirements as applicable

The supplier will notify BPE of any nonconforming processes, products or services and obtain approval for their disposition.

If non-conforming product is identified after delivery this must be notified to the Quality Department of BPE within 24 hours and a formal recall notice supplied.

13 Retention of Documented Information

AS9100/ISO9001 series requirements as applicable

In addition, prior to the destruction of any product or service related documentation, permission shall be sought, in writing from the BPE Quality Manager.