

AS9100 Conditions of Purchase

1. SCOPE

These requirements form part of the contract made between Trackwise Designs Ltd (Trackwise) and the supplier (Supplier), by means of a Purchase Order, and other contractual documents, for the supply of goods or services to Trackwise, in order to satisfy the requirements of AS9100 (BS EN 9100) Quality Management System.

These requirements are in addition those set out in Trackwise' Purchase Order (QMF7), Standard Conditions of Purchase (QMF201) and other contractual documents.

2. CONFIDENTIALITY

All documents provided by Trackwise or its customers for the purpose of quotation and fulfilling the Purchase Order will be considered strictly confidential. All documents and copies must be returned to Trackwise on request. The Supplier will maintain a system to control the distribution of these documents and facilitate their recall.

Documents also means electronically transmitted information including email communications. This provision is extended to include software and electronic data provided for the design, manufacture and test of goods.

3. QUALITY SYSTEMS REQUIREMENT

Certification of the Supplier's Quality Management System (QMS) by an accredited body to ISO9001 or AS9100 standard is preferred.

All goods and services shall be supplied with a uniquely identifiable Certificate of Conformance (CofC) to confirm compliance to all purchase specification requirements. CofCs and quality control records shall be retained and made readily accessible for a minimum period of seven years after the delivery date.

Records include, but are not limited to: Quality Control Plans; First Article Inspection Reports; Inspection and test methods and reports; Inspection history such as route cards; Traceability information; Calibration records; Supplier drawings; Test certificates; Inspection reports; Raw material validation; Calibration reports; Correction / corrective actions; Specifications; Revision history; Procurement records; Supplier CofCs; Supplier approval records; Sub-supplier evaluation etc.

Periodic audits may be required at Trackwise' discretion and at a mutually agreed time to assess compliance to these requirements.

The Supplier shall give written notice to Trackwise within 10 days of any changes to the QMS, the organisation or its manufacturing, products and supply processes (including changes of their external providers or location of manufacture and obtain Trackwise Designs approval) that may potentially affect conformance to the Purchase Order requirements, or the ongoing performance and reliability of goods and services provided during their intended use.

All material used in the manufacturing of products shall not be released for production until it has been verified as conforming to the specified requirements. The supplier may be asked to provide test specimens for inspection/verification, investigation, or auditing.

4. RIGHT OF ACCESS

Trackwise, its customers and applicable regulatory bodies shall be provided with access to applicable areas of facilities and to applicable information, at any level of the supply chain pertaining to the Purchase Order.

When required by Trackwise, its customer or regulatory bodies, the Supplier shall permit on-site inspection, evaluation and acceptance at the Supplier's facilities. This may also include inspection and surveillance of the Supplier's manufacturing and supply processes.

5. FLOWDOWN

The supplier shall use customer-designated or approved external providers, including process sources (e.g., special processes).

If the Supplier determines that certain operations or processes under the Order are to be undertaken by a sub-contractor, the Supplier must ensure that the sub-contractor is approved by Trackwise in writing, prior to the placement of each order so sub-contracted.

The Supplier shall ensure the accurate and timely flowdown of all applicable quality (including Key Characteristics), technical and purchasing requirements to all sub-contractors and suppliers used in the fulfilment of the Purchase Order.

The Supplier shall assume full responsibility for the sub-contract activities and conformance to the Purchase Order requirements.

The Supplier shall maintain a list of all sub-contractors and suppliers employed in the fulfilment of the Purchase Order, which shall include details of approvals for goods or services provided. This list shall be made available on request.

The Supplier shall ensure that their employees and sub-tier suppliers are aware of: –

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behaviour.

6. FOREIGN OBJECT PREVENTION, DETECTION AND REMOVAL

At all stages the Supplier shall maintain systems and practices that prevent the ingress of foreign objects or materials, or contaminants, in deliverable items. This shall include, but is not limited to: programmed maintenance of the work area, tools and equipment; appropriate controlled segregation of raw materials, work-in-progress and finished goods; appropriate housekeeping practices.

Foreign object damage or contamination incidents shall be treated as non-conformances and subject to 8D-type containment, root cause identification and elimination.

Trackwise shall be permitted to perform inspections or audits at the Suppliers facilities to verify foreign object prevention procedures.

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7. MEASUREMENT AND TEST EQUIPMENT

As part of its QMS, the Supplier shall maintain measurement and test devices of sufficient accuracy to assure compliance to the Purchase Order requirements. All such devices shall be subject to a regular calibration system appropriate to the activity performed.

8. CONTRACT REVIEW

The Supplier shall perform a review of all requirements of the Purchase Order and associated documents, drawings, specifications, etc. to ensure the delivery requirements can be met. The Supplier must ensure all information required is obtained from Trackwise prior to commencing work.

9. NON-CONFORMANCE

The supplier shall notify Trackwise at the earliest opportunity of nonconforming processes, products, or services and obtain approval for their disposition. The Supplier shall maintain an effective system for identifying and controlling non-conforming product awaiting disposition. The Supplier shall not supply non-conforming goods or services without the prior approval of Trackwise.

All goods and services shall be subject to incoming inspection as required to assure conformance. Acceptance at this stage does not relieve the Supplier of responsibility to deliver conforming goods and services, nor does it release the Supplier from liability for any failure in conformance that becomes evident at a later date.

The supplier shall prevent the use of counterfeit parts.

10. CORRECTION / CORRECTIVE ACTION

In the event that goods or services are supplied that do not meet the Purchase Order requirements, Trackwise will initiate a Non-Conformance report. This will be in an 8D-type format requiring timely and effective action on the part of the Supplier to: isolate and contain defects; provide correction / corrective action to mitigate the impact of the failure to supply; investigate the root cause of the failure; take corrective actions to avoid a recurrence; follow-up to assess the effectiveness of the corrective actions.

At Trackwise discretion the Supplier may use their own 8D-type non-conformance report.

Timescales for implementation shall be communicated to Trackwise at all stages.

11. CERTIFICATE OF CONFORMANCE (CofC)

The CofC shall be serialised, legible and approved by the supplier's nominated authorised person. As a minimum it shall state: the Purchase Order number as it appears on the Trackwise Purchase Order; the description of the goods or services, including quantities, as they appear on the Purchase Order; a statement that the goods or services meet the requirements of the Purchase Order and AS9100; each item must be identified by a serial no, lot no, Works Order no or similar that provides traceability back to raw materials used; items subject to a shelf-life must include a record of the manufacturing date and the expiry date.

Additional test reports shall be provided as detailed in the Purchase Order and associated specifications.

12. PACKAGING

Unless otherwise specified by the Purchase Order, the Supplier shall pack all items in such a way as to prevent damage or deterioration in transit, and the ingress of foreign objects and contaminants. Unit and intermediate packaging shall be used to ensure the storage of items throughout their intended shelf-life without undue deterioration.

13. SUPPLIER CHANGES IN PRODUCT, MANUFACTURING LOCATION or PROCESS DEFINITION

Trackwise must be promptly notified of changes in product, manufacturing location, or process definition that were not requested by Trackwise. Notification should describe the change or changes that have been made or are being proposed. Trackwise reserves the right to require its approval of the product, manufacturing location or the process change before the Supplier delivers the product.

14. BUSINESS CONTINUITY

Trackwise expects its Suppliers to maintain a response and recovery plan in the event of business disruptions. This needs to include a checklist of activities, communications, escalation, individual roles and contact details. The plan should provide contingencies for supplies of resources, materials, equipment and key personnel. The communication plan must include arrangements for providing clear, concise and accurate information to Trackwise in a timely manner to minimise the risk of disruption to Trackwise operations.

The Supplier shall provide details of the business continuity plan to Trackwise on request. This information will be treated as confidential.