



QUALITY PROCEDURE NO. 23 – SUPPLIER QUALITY REQUIREMENTS MANUAL

APPROVED BY:			
DEPARTMENT	POSITION	SIGNATURE	REVIEWED DATE
QUALITY	Quality Manager		29/07/2022

CONTROLLED CIRCULATION LIST	
COPY	ISSUED TO/LOCATION
MASTER	F:\QUALITY\Quality Procedures\finalised copies

AMENDMENT & UPDATE SHEET			
DATE / ISSUE	LOCATION	AMENDMENT	AUTHORISED BY
01 - 25/02/2016	All over	New Procedure Implemented	Robert Digby
02 - 08/05/2017	23.3	Targets updated	Greg Stewart
03 – 25/09/2017	23.8 23.9 23.10 23.11	Counterfeit material added Change Control added Record Retention added Delegated Supplier Quality Representative added	Greg Stewart
04 – 15/08/2019	23.12	REACH statement added	Greg Stewart
11/6/21 Issue 5	All	Reviewed and signed by new QM	R. Holmes
29/07/2022 Issue 6	All	Reviewed by current QM	Ashley Phillips

INDEX

23.0 – PURPOSE

23.1 – SCOPE

23.2 – QUALITY REQUIREMENTS

23.3 – SUPPLIER PERFORMANCE

23.4 – GENERAL REQUIREMENTS

23.5 – CERTIFICATE OF CONFORMANCE (C OF C)

23.6 – NON-COMFORMING PARTS/ PRODUCTS

23.7 – FOREIGN OBJECT DEBRIS/ DAMAGE (FOD) POLICY

23.8 – COUNTERFEIT MATERIAL

23.9 – CHANGE CONTROL

23.10 – RECORD RETENTION

23.11 – DELEGATED SUPPLIER QUALITY REPRESENTATIVE (DSQR)

23.12 – REACH REQUIREMENTS

23.0 – PURPOSE

To ensure suppliers are aware of and conforming to the required standards of Maycast-Nokes Precision Engineering Ltd (MNPEL). Standards and requirements set by MNPEL are to ensure its customer requirements are met.

23.1 – SCOPE

This Quality Manual stands for both products and services that are supplied to MNPEL. This manual is based upon the international standard AS9100 plus additional MNPEL requirements.

23.2 – QUALITY REQUIREMENTS

Suppliers shall have and maintain a Quality Management System that is suitable to the product / service that is being supplied. Suppliers must have the appropriate third-party certification for the product / service they are providing. MNPEL requires suppliers to have ISO9001 or AS9100 unless otherwise agreed with Maycast. For special processes MNPEL requires NADCAP approved suppliers.

MNPEL require all suppliers to fill out a “Vendor Assessment Questionnaire” and supply copies of any current formal approvals.

It is possible for MNPEL to use a supplier without any of these third-party accreditations. This will have to be approved with an audit by MNPEL or by the end user/MNPEL’s customer; approval will be given in writing and/or certification.

23.3 – SUPPLIER PERFORMANCE

The on time delivery target set by MNPEL for suppliers is 93%.

The Quality performance target is set at 97%.

These two targets are analysed by MNPEL and a monthly score card will be sent to suppliers

identified by MNPEL.

MNPEL's targets are set around their customers' minimum requirements

MNPEL will endeavour to improve the 'quality performance' and 'on time delivery' with its suppliers on a year by year basis. Targets will be expected to be achieved. If the targets are not met then the following shall happen;

- Meetings will be held with suppliers if they do not consistently achieve targets, these meetings will be used to discuss and set action plans to why targets are not being achieved, how the performance can be improved for future months/year and if the target is set at a suitable level. Any changes to the set targets will be agreed with production and contracts department before being finalised.

MNPEL reserve the right to request meetings or other means to converse with suppliers and the availability to conduct audits (notice shall be given).

If improvement cannot be achieved, or a more suitable target cannot be set, the supplier may be removed from the approved supplier database and will no longer be used by MNPEL until suitable improvements are observed.

23.4 – GENERAL REQUIREMENTS

Once the contract has been accepted, the supplier is responsible for complying with all the necessary requirements (drawings, specifications etc.). If there is any conflicting requirements between the supplied data the drawing will always take precedence.

If suppliers then use a sub-tier supplier, they shall flow down all the necessary requirements that are imposed in the contract by MNPEL.

The terms and conditions supplied with each purchase order will be adhered to at all times and will override any conflicting information in this documented procedure.

23.5 – CERTIFICATE OF CONFORMANCE (C of C)

Unless otherwise stated in the contract a C of C (C of A when an analysis has been carried out) will be required with each shipment. Someone who is designated to the supplier's internal requirements must sign off this certificate.

23.6 – NON-CONFORMING PARTS/ PRODUCTS

If products arrive without a relevant C of C MNPEL reserves the right to reject the products back to the supplier.

If any parts or products received are not to the required standard then they will be rejected back to the supplier. From this MNPEL will decide if credit is required or not. If not the supplier will rework or replace the part/ product in question, it is at MNPEL's discretion as to which.

If deemed necessary by MNPEL a root cause analysis will be required to be completed to resolve why the non-conformance occurred and to prevent it occurring again in the future. If further analysis is required an 8D report or equivalent report will be requested to be completed by MNPEL.

23.7 – FOREIGN OBJECT DEBRIS / DAMAGE (FOD) POLICY

Suppliers should have a FOD policy for the detection, prevention and removal of foreign debris. This FOD policy should be used in all operations/areas within the supplier's process. Appropriate training and available documentation should be available to all staff involved in the process of MNPEL parts.

Any special packaging supplied or used to pack castings (i.e. plastic caps and purpose made boxes) by MNPEL must be maintained and kept clean by the supplier. These will also be used by the supplier to despatch back the relevant products to MNPEL to the same standard in which it was received.

23.8 – COUNTERFEIT MATERIAL

All materials, products and services provided to Maycast are subject to counterfeit material control.

- 1 Counterfeit materials can include but are not limited to;
 - i) An item that is used/refurbished when it is stated as new
 - ii) An item that is an illegal copy of an OEM (Original Equipment Manufacturer)
 - iii) An item that has labels stating conformity e.g. CE stamp, but is however not conforming to such requirements
 - iv) An item that has failed testing but the seller/manufacturer has stated that it has passed the requirements
- 2 Maycast's suppliers are responsible for establishing full traceability of all parts/materials provided. They must be responsibly sourced and not contain any conflict minerals.

Raw Ingot must be provided with a chemical analysis, this is then to be verified by the metallurgy department with a chemical analysis test. If the ingot is found to be non-conforming then it will be rejected back on the supplier.

23.9 – CHANGE CONTROL

We require that you must contact MNPEL before any changes are made that may affect the parts final fit, form or function.

23.10 – RECORD RETENTION

All manufacturing records relating to MNPEL products must be retained by the supplier. These records may not be disposed of without Maycast's prior permission. The records must be stored in a manner that they are retrievable within 24 hours upon request.

23.11 – DELEGATED SUPPLIER QUALITY REPRESENTATIVE (DSQR)

Certain suppliers may be approved as a DSQR. This will involve the supplier inspecting and supplying the part direct to MNPELs end customer. Prior to receiving this approval from Maycast an audit will take place to ensure all the correct systems are in place. The individual DSQRs will then be put forward by the company. The supplier will provide copies of signatures and/or stamps.

DSQRs are required to scan over the completed CofC in order for MNPEL to review and produce our own CofC for the parts. Both CofCs will be returned to the supplier to be sent to MNPELs customer.

23.12 – REACH REQUIREMENTS

It is The Supplier's responsibility to check any substances used on The Product against those on the ECHA list (banned substances with sunset dates) All substances used that are on the ECHA List must be communicated to MNPEL. Refer to www.hse.gov.uk/reach for further information.

MAYCAST-NOKES PRECISION ENGINEERING LIMITED

Quality Procedure QP 23 – Supplier Quality Requirements Manual

Issue No. 06

Glossary

MNPEL - Maycast Nokes Precision Engineering Limited

OTD - On time Delivery

FOD - Foreign Object Debris/Damage/Detection

DSQR – Delegated Supplier Quality Representative