



## Quality Requirements For Suppliers

Issue	Name	Position	Date
1	Ron Foad	Quality Manager	14/07/2006
2	Ron Foad	Quality Manager	21/05/2007
3	Jim Bowerman	Quality Manager	21/05/2011
4	David Lawson	Quality Manager	25/08/2016
5	David Lawson	Quality Manager	14/10/2016
6	Liam Cuff	Quality Manager	04/01/2018
7	Liam Cuff	Quality Manager	19/09/2018

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***Note: This document shall not be disclosed outside KW Engineering (Poole) Ltd supply base without the permission of the Managing Director, Keith Ward.***

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## 1.0 SCOPE

- 1.1 This procedure is to ensure compliance to the requirements required by KW to maintain supplier approval. It forms part of KW's QMS and supports national and customer approvals.
- 1.2 KW's policy requires that product quality be assured at all times as customer contractual requirements necessitate stringent quality disciplines. This document is designed to ensure that suppliers working on behalf of KW effectively controls all aspects of product quality.
- 1.3 This document will be issued to KW Suppliers, its content must be adhered to in furtherance of KW orders.

## 2.0 DEFINITIONS

**KW:** KW Engineering (Poole) Ltd

**Supplier:** A company providing a service, working to drawings, specifications & instructions supplied by KW Engineering Ltd

**QMS:** Quality Management System

**Nadcap:** National Aerospace & Defence Contractors Programme

**SNCR:** Supplier Non-Conformance Report

**CofC:** Certificate of Conformance

## 3.0 APPLICABLE DOCUMENTATION

- |                    |                             |
|--------------------|-----------------------------|
| 3.1 BS EN ISO 9000 | Quality Managements System  |
| 3.2 SAE AS EN9100D | Quality Systems (Aerospace) |
| 3.3 F309           | KW Supplier Evaluation      |
| 3.4 F301           | KW Purchase Order           |

## 4.0 APPROVAL PROCEDURE

- 4.1 When considering the selection of suppliers, preference shall be given to those suppliers who have achieved a third party approval of their QMS, such as AS9100, Nadcap or BS EN ISO 9001
- 4.2 Any potential or existing suppliers and sub-contractors will be automatically added to the Approved Supplier List as long as they hold either AS9100 or Nadcap approval.
- 4.3 Any potential, existing suppliers and sub-contractors holding other approval (such as ISO 9001) shall be requested by letter to complete the

KW Supplier Evaluation questionnaire (F309), as far as it applies to their organisation and to supply any supporting evidence of their Quality Assurance System and scope of their activities provided.

- 4.4 Suppliers not approved to AS9100, Nadcap or BS EN ISO 9001, or similar, may be granted approval on the basis of the initial Supplier Questionnaire.
- 4.5 Approval is granted on the understanding that it does not imply orders will be forthcoming and that it may be amended or discontinued at the discretion of KW without prejudice.
- 4.6 KW must be notified in writing immediately of any changes in organisation, premises or facilities applicable to the scope advised by KW.
- 4.7 The Supplier shall ensure all reasonable access to KW representatives, their customers and any regulatory body in furtherance of continued partnership between KW and the supplier.
- 4.8 Suppliers carrying out additional 'Special Process' for the Aerospace Industry, must hold Nadcap approval.

## **5.0 PERFORMANCE MONITORING**

- 5.1 Suppliers will have total responsibility for supplying 100% fault free components to KW, with correct documentation as specified on the purchase order.
- 5.2 On notification of any reject parts / deliveries being made to KW, the Supplier must complete the SNCR form and return the completed document to the KW Quality Department within 15 working days.
- 5.3 Supplier performance will be monitored on a monthly basis using the number of reject deliveries made during the month. This measurable will be part of the monthly quality report issued to KW top management. This part of the report will be available to suppliers on request.
- 5.4 A supplier will be notified in writing should that supplier fail to maintain a satisfactory performance.
- 5.5 Subject to continued poor supplier performance, a supplier may be removed from the KW approved supplier database and notified accordingly.

## **6.0 QUALITY SYSTEM REQUIREMENTS**

## 6.1 General Requirements

6.1.1 Meet the requirements of SAE AS EN9100D, Sect 5.1.1 (or similar)

## 6.2 Documentation Requirements

6.2.1 Meet the requirements of SAE AS EN9100D, Sect 7.5 (or similar)

6.2.2 Ensure that KW supplied documents are maintained to the latest revision as stated on KW purchase orders.

6.2.3 Records must be made available to KW on request and retained by the Supplier for the periods specified in Appendix A

## APPENDIX A – Record Retention Periods

Type of Record	Minimum Retention Period
Enquiries	6 Months
Customer's Orders	Indefinitely
Route/Planning Cards (Manufacturing Records)	Indefinitely
Management Review Minutes	10 Years
Sub-contractor Records	Indefinitely
Purchase Orders	Indefinitely
CofC/Material Records, ETC (e.g. Mill Certs)	Indefinitely
Training Records	10 Years
Maintenance Records	10 Years
Calibration Records	Indefinitely
Inspection Records (FAIR, SPC, etc)	Indefinitely
Reject Reports	10 Years
Internal Audit Reports	10 Years
Delivery Notes	Indefinitely
Inspection Stamp Control	Indefinitely

### **6.3 Management Responsibility**

- 6.3.1 Meet the requirements of SAE AS EN9100D, Sect 5.3 & 8.4.3 (M) (or similar)
- 6.3.2 Carry out a contract review of KW's Purchase Orders (Form F301) to ensure that the appropriate controls are incorporated in the suppliers own procedures. Only carry out work covered by the scope advised by KW.
- 6.3.3 Ensure that persons are aware of: Their contribution to product or service conformity, their contribution to product safety, the importance of ethical behaviour

### **6.4 Control of Externally Provided Processes, Products & Services**

- 6.4.1 Meet the requirements of SAE AS EN9100D, Sect 8.4 (or similar)
- 6.4.2 Ensure, where possible, that all purchases in support of KW orders are placed with third party approved suppliers.
- 6.4.3 No orders must be placed on sub tier suppliers intended for their own manufacture, without written consent from KW.

### **6.5 Operation**

- 6.5.1 Meet the requirements of SAE AS EN9100D, Sect 8.1 & 8.2 (or similar)
- 6.5.2 On receipt of KW orders, the Supplier shall plan, implement, and control the processes needed to meet the requirements for the provision of products and services. Suppliers must take into account any requirement for testing, examination, inspection, or any other verification that may be required

### **6.6 Identification & Traceability**

- 6.6.1 Meet the requirements of SAE AS EN9100D, Sect 8.5.2 (or similar)

- 6.6.2 The supplier must ensure that batch control is maintained during all stages of manufacture or processing.
- 6.6.3 Each Certificate of Conformity must, as a minimum:
- Include a statement that product / service has been manufactured / processed, inspected and tested in accordance with all purchase order requirements.
  - Include a statement that product / service delivered conforms to purchase order requirements.
  - Have a unique serial number.
  - Give comprehensive details of the items supplied.
  - Include reference to any contractual or purchase order requirements.
  - Be signed by an authorised signatory.
- 6.6.4 Deliveries with multiple batches must be agreed with KW in writing prior to any delivery being made.
- 6.6.5 Full certification, with traceability to source, would be expected with each delivery where available.

### **6.7 Property Belonging to Customer or External Providers**

- 6.7.1 Meet the requirements of SAE AS EN9100D, Sect 8.5.3 (or similar)
- 6.7.2 Any tools, jigs or test equipment used for the manufacture or processing of KW orders must be maintained within a calibration system where applicable, and at minimum held on a register by the Supplier.

### **6.8 Preservation**

- 6.8.1 Meet the requirements of SAE AS EN9100D, Sect 8.5.4 (or similar)
- 6.8.2 The supplier shall ensure that KW components are handled with care during all stages of manufacture or processing, and adequately packed for return to KW so as to prevent damage.
- 6.8.3 Lified items will be marked with the cure date (where applicable) and the expiry date. They will be issued on a first in first out basis, but will need to have 90% remaining shelf life on date received by KW.

### **6.9 Monitoring & Measuring Resources**

- 6.9.1 Meet the requirements of SAE AS EN9100D, Sect 7.1.5 (or similar)
- 6.9.2 The organization shall determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements

## **6.10 Control of Non-Conforming Outputs**

- 6.10.1 Meet the requirements of SAE AS EN9100D, Sect 8.7 (or similar)
- 6.10.2 KW must be notified in writing of any non-conforming products before delivery. Suppliers own non-conformance reports will be accepted.
- 6.10.3 The supplier must obtain approval from KW Engineering for disposition of nonconforming product.
- 6.10.4 All deliveries of production components from sub-contractors will be subject to final inspection at KW. The supplier must obtain KWs approval for non-conforming product disposition. Any non-conforming components received, the supplier will be notified by a copy of the KW SNCR. The Supplier must return the completed copy of the SNCR within 15 working days (and where possible, with reworked components). Failure to complete or return the SNCR may affect the Supplier's approval.

## **6.11 Prevention of Counterfeit Parts**

- 6.11.1 Meet the requirements of SAE AS EN9100D, Sect 8.1.4 (or similar)
- 6.11.2 The organization shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.



**6.12 FOD Prevention**

- 6.12.1 The organization shall determine the requirements for the prevention, detection and removal of foreign objects.
- 6.12.2 FOD prevention shall start at the pre-manufacturing stage, when the development of production processes are undertaken. This shall reduce the creation or introduction of FOD.
- 6.12.3 All personnel involved shall be responsible for the checking against any FOD and take appropriate steps to prevent its introduction.