Filtration Group

SUPPLIER QUALITY ASSURANCE REQUIREMENTS SQA1

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Approved By

Porvair Quality Manager

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CHANGE HISTORY			
ISSUE NO.	DATE	CHANGE	APPROVED BY
1	07/02/01	Initial issue	A Irwin
2	01/06/07	Complete rewrite to incorporate IS09000:2000 / EASA Part 21 Subpart G requirements.	N Geering
3	02/12/08	New paragraph 18 Inspection introduced, all subsequent paragraphs renumbered and references corrected	N Geering
4	12/02/13	All pages PFG changed to PFG, general update to format & paragraph 16.2 added	N Geering
5	08/09/17	Quality system requirements updated (para 4 & 5) Documentation retention duration changed (para 6) Business continuity requirement added (para 8) Material procurement requirements changed (para 10) Process requirement for special machining changed (para 12) Counterfeit material requirement added. (para 13) Foreign Object Debris requirement added (para 15.1) Control of age sensitive items requirement added (para 15.2) Updated language requirement in for release documentation (para 16) Calibration system requirements updated (para 18) Updated inspection requirements (para 19) Updated First Article Inspection requirement (para 20) Updated vision test requirement (para 21) Updated Non-conforming product inspection requirements (para 25) Production part approval process (PPAP) Requirement added (para 27)	T Ogunkolati
6	06/11/17	Updated to PDF Format	T Ogunkolati
7	16/07/18	Section on Ethics added Supplier Approval Requirements amended Section 5.0 updated to revise supplier approval requirements Section 5.1 updated Section 6.3 updated to define document retention requirements Section 18.1 update to reflect calibration requirements Section 19.1 & 19.2 updated to reflect inspection requirements	T Ogunkolati
8	25/03/19	Section 7.1. Right of access – Add detail to flow requirement to supplier sub-tier. Section 10.2 Updated to refine requirements for material supply Section 26 added to reflect requirements for reporting of occurrences	T Ogunkolati
9	22/01/21	Note added to section 5 referencing Collins & Pratt & Whitney requirements. Section 29 added to reflect obsolescence requirements Section 30 added to include requirements of REACH	T Ogunkolati
10	09/08/22	2.4 E added – Notice to suppliers. Change all EASA reference to CAA	P Crook

1. CONTENTS

2. PURPOSE OF DOCUMENT

2.1 The purpose of this document is to define the general Quality conditions applicable to all Porvair Filtration Group Segensworth (PFG) purchase orders for products and/or services, which will be incorporated into delivered product.

2.2 By acceptance of a PFG Purchase Order referencing this document, a Supplier agrees to comply with the Quality Conditions stipulated. Deviations from these requirements are only acceptable by prior written agreement with the PFG Quality Department.

2.3 It is the responsibility of the supplier to ensure the current issue of this document is held by reference to the latest purchase order received from PFG.

2.4 PFG's Supplier Code of Conduct helps us to select business partners who follow workplace standards and business practices that are consistent with our company's values. These requirements are applied to every supplier of PFG.

A) Code of Conduct

1. General Principle: Suppliers' plants shall operate in full compliance with the laws of their respective countries and with all other applicable laws, rules, and regulations.
2. Environment: Suppliers' plants must comply with all applicable environmental laws and regulations.
3. Child Labour: Suppliers shall employ only workers who meet the applicable minimum legal age requirement. Suppliers must also comply with all other applicable child labour laws.
4. Forced Labour: Suppliers shall not use any prison, indentured or forced labour.
5. Wages and Hours: Suppliers' plants shall set working hours, wages and over-time pay in compliance with all applicable laws. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards, whichever is greater.
6. Discrimination: Suppliers shall employ workers on the basis of their ability to do the job, not on the basis of their personal characteristics or beliefs (including race, colour, gender, nationality, religion, age, maternity or marital status).
7. Freedom of Association: Suppliers' workers are free to join associations of their own choosing, and have the freedom of collective bargaining where the local law confers such rights.
8. Gift and Gratuity Policy: The offering or acceptance of kickbacks, bribes and other illegal payments subverts the very essence of competition and erodes the moral fibre of those involved. These include gratuities (i.e., anything of value) offered to governmental officials or employees. Such activities are not condoned and will not be tolerated. Also, PFG prohibits the offer or acceptance of gifts or gratuities that the recipient likely would consider to be of substantial value. Any supplier that violates this item A (8) Gift and Gratuity Policy risks immediate loss of all existing and future PFG business.

B) Compliance Monitoring

The supplier will allow PFG and/or any of its representatives or agent's unrestricted access to its facilities and all relevant records at all times, whether or not notice is provided in advance. PFG will continue to develop monitoring systems to assess and ensure compliance.

C) Application to Sub-Contractors

This Code also applies to any sub-contractor(s) to the supplier, and the supplier is fully responsible for compliance by any such sub-contractor(s) as if it were the supplier itself in non-compliance. PFG reserves the right to approve all sub-contractors.

D) Event of Violation

If the supplier does not comply with this PFG Code of Supplier Conduct, PFG requires that the supplier implement a corrective action plan to rectify the non-compliance within a specified time period (furnished by PFG in writing). If the supplier fails to meet the corrective action plan commitment, PFG will terminate the business relationship, including suspending placement of future orders and potentially terminating current production. PFG has the right to hold supplier responsible for any costs associated to investigating non-compliance. Any exception to the application of this item D is a violation of item A (8) Gift and Gratuity Policy where the repercussions are as stated.

E) Notice to Suppliers

Where additional requirements are required for immediate implementation to the suppliers Quality Management System or if PFG identify the need to provide clarity on methods of compliance, a Notice to Suppliers may be issued. All Notice to Suppliers will be issued on PFG letterheaded paper, approved by the Supply Chain and Quality Managers and distributed through the purchasing contacts.

3. DOCUMENT PRECEDENCE

If conflict arises the order of precedence is as follows:

- Contract.
- PFG Purchase Order.
- This Document.

4. ACCEPTANCE OF SUPPLIERS QUALITY SYSTEM

4.1 Each supplier or subcontractor, as appropriate, shall hold a current 3rd Party approved / certified Quality Management Systems to one of the following standards:

- ISO9001
- AS9100
- CAA Part 21 Subpart G
- CAA Part 145 (for repair work only).
- NADCAP (for relevant processes)
- ISO 17025 (Calibration Laboratories)

Second Party (Customer) Approvals are also acceptable, where invoked on the Purchase Order.

Where the supplier does not hold the relevant approvals as stated above, the supplier must be able to demonstrate compliance to the requirements of this document.

4.2 The PFG acceptance of a supplier will define a scope of approval and all material, work or services supplied to PFG must be within this scope.

4.3 Any changes to a supplier's Second or Third Party approval scope or status must be advised in writing to the PFG Quality Department as soon as they become known along with changes in Company ownership, management or location.

4.4 Acceptance by PFG of a suppliers Quality System is based not only on successful demonstration of compliance to the requirements of this document but also on continued delivery of acceptable products/services to PFG and its customers.

5. SUPPLIERS QUALITY SYSTEM REQUIREMENTS

Suppliers and supplier sub-tiers providing product, are responsible for maintaining Quality Systems that are compliant to applicable Quality System Requirements. Suppliers shall be third-party approved / certified and receive periodic system audits, or be subject to periodic compliance audits by PFG. Suppliers assume the cost of systems audits. PFG's preferred Quality Systems levels are as follows:

Aerospace & Defense (AD): AS / EN 9100
Aerospace Special Processes: NADCAP
Energy (EN), (PP) Process & (MF) Microfiltration: ISO9001

Approval to EN ISO 9001, AS / EN 9100 or CAA Part 21 Subpart G will constitute suitable demonstration of compliance to this document provided that incorporation of the PFG specific requirements into the suppliers Quality System is accomplished. PFG reserves the right to verify compliance to these requirements by a suitable means such as questionnaire or audit.

The supplier shall notify PFG immediately upon loss of certification.

Note: When stated on the purchase order, the supplier shall comply with the requirements of ASQR-01, and/or SQOP-01-01 (at their current revision).

5.1 MARKET SECTORS

Each PFG purchase order identifies the particular market sector code, which denotes the ultimate use of the part. This code is defined in Table 1 and is used within this document to identify additional Quality System requirements applicable to that sector. If there is no code detailed on the purchase order, or the code is not detailed below it should be assumed that Aerospace & Defence requirements apply.

TABLE 1

CODE	MARKET SECTOR
AD	Aerospace & Defence
PP	Process
EN	Energy
MF	Microfiltration

6 CONTROL OF RECORDS

6.1 GENERAL (ALL MARKET SECTORS)

a) Records must be legible and retained in either hardcopy or electronic. If electronic retention is adopted for all or part of the Quality records then the system and controls shall be demonstrated to, and approved by PFG.

b) Prior to the disposal of records pertaining to the manufacture of parts for PFG, the Supplier shall contact the PFG Quality Department requesting permission for the disposal. PFG also reserves the right to request that these records be transferred to PFG for retention.

c) The use of any method that causes the original data on documents to be obliterated and unreadable (i.e. the use of correction fluids, correction tape, write-over, or other methods) to correct, modify or otherwise alter the data and/or entries on any certifications, test reports or other documents required by the contract, is strictly prohibited. Corrections may be made on records such as First Article Inspection Reports (FAIR), providing it is clearly obvious that a correction was made and it is signed (initialed) or stamped by an authorized individual. Upon receipt at PFG, products or services represented by documents that show evidence that they have been corrected or altered in an unauthorized manner are subject to return to the supplier at supplier's expense.

6.2 AD

a) Records used to show conformity of both the Quality System and the delivered product must be retained for a minimum of 40 years, unless otherwise agreed in writing.

6.3 PP, EN & MF

a) Records used to show conformity of both the Quality System and the delivered product must be retained for a minimum of 20 years, unless otherwise agreed in writing.

b) Where our customer defines documents as requiring lifetime retention, this will be stated on the specific purchase order. The expectation is that all records associated with that program and retained indefinitely.

7. RIGHT OF ACCESS

7.1 GENERAL (ALL MARKET SECTORS)

a) Unrestricted access (with reasonable notice) to the supplier's premises for the purposes of audit or investigation shall be afforded to PFG, PFG Customers and Regulatory Authorities as required.

b) The same access shall be afforded to supplier sub-tier organisation's who have, or are in the process of carrying out work for PFG.

8. BUSINESS CONTINUITY MANAGEMENT

8.1 GENERAL (ALL MARKET SECTORS)

a) The Supplier shall document a Business Continuity Plan which details what the Company would do in the event that key People, Processes or Technology was to become unavailable. This Business Continuity Plan shall be applicable, including but not limited to, natural disasters, labor disputes, lockouts, evictions, power or systems failures, hazardous spills, fire, floods, explosions, sabotage, riots, war or other civil disturbances, and voluntary or involuntary compliance with any laws, regulations, or requirements of any government authorities.

General information regarding how to develop a Business Continuity Plan can be found on the internet. Some helpful website links are listed below:

http://www.disaster-recovery-guide.com/
http://www.disasterrecovery.org/disaster_recovery.html

9. CONTROL OF AUTHORISATION STAMPS

9.1 GENERAL (ALL MARKET SECTORS)

a) Where stamps are issued to individuals authorised to perform inspection or manufacturing operations to signify their acceptance then these stamps will be suitably controlled. This control will include records of stamp holders, authorisation of their issue and control of un-issued stamps.

b) Withdrawn inspection stamps shall not be re-issued for a minimum period of 6 months.

10. PURCHASE OF RAW MATERIAL BY A SUBCONTRACT DETAIL PARTS MANUFACTURER OR MATERIAL STOCKIST

10.1 GENERAL (ALL MARKET SECTORS)

a) Where a supplier procures material on behalf of PFG then that material must be from a reputable source holding a suitable quality system approval. PFG should be contacted to agree/approve that source.

b) Upon receipt of material the supplier is responsible for checking to ensure that thecorrect material has been delivered and the melt numbers /lot numbers tie up with the received documentation.

b) Full certification, including physical and chemical analysis, appropriate to the material being procured must be obtained and held on file against the delivery. Certification must state the specification it has been released against.

d) Copies of the above certification (para 10.1c) and analysis relevant to the components being delivered must be supplied to PFG and referenced on the appropriate release documentation from the supplier at the time of delivery of the components.

e) The use of a PFG approved source does not relieve the supplier of the obligation to verify conformance of the material nor of the liability for non-conformance should it be identified.

10.2 AD

a) Metals must be manufactured in either the US or Europe (not including Eastern Europe), material manufactured outside of these regions require approval from PFG prior to procurement.

11. PROCUREMENT OF SPECIAL PROCESSES BY A SUBCONTRACT DETAIL PARTS MANUFACTURER

11.1 GENERAL (ALL MARKET SECTORS)

a) Where a supplier procures special processes on behalf of PFG then that service must be provided by a reputable source holding a suitable quality system approval, as defined in section 5 of this document.

b) Upon receipt of processed component the supplier is responsible for checking to ensure that the correct process has been performed and the specification(s) identified on the received documentation tie up with the drawing requirement.

c) Certification from the special process supplier must be obtained and held on file against the delivery.

d) Copies of the above certification (para 10.1c) relevant to the components being delivered must be supplied to PFG and referenced on the appropriate release documentation from the supplier at the time of delivery of the components.

e) The use of a PFG approved source does not relieve the supplier of the obligation to verify conformance of the material nor of the liability for non-conformance should it be identified.

11.2 AD

a) Special processes must be performed by a NADCAP approved sources, as stated in section 5. PFG Supply Chain are to be contacted to confirm the source is approved to use.

b) Special process suppliers must hold a NADCAP approval appropriate to the process being performed.

c) Once the special process sources have been proven to produce conforming components (see para 19) then these sources will become the preferred suppliers. Changes to these preferred sources will require revalidation of the features affected by the change and the resubmission of a new First Article Report (see para 20).

d) For parts subject to heat treatment a copy of the furnace chart should be sent with the delivery.

12. PROCESSES

12.1 GENERAL (ALL MARKET SECTORS)

a) The processes and process routes used to manufacture parts for PFG must be planned and documented.

12.2 AD

a) Once the processes and process routes have been proven to produce conforming components (see para 19) then the process route will be sealed.

b) Changes to this sealed process route will require revalidation of the features affected by the change and the resubmission of a new First Article Report (see para 20).

c) Changes to processes and process routes must be tracked and recorded within the suppliers system.

d) Where a change to the process or process route results in a significant change e.g. a change of machine type, the introduction of an additional or the removal of an existing process, a change to the method of manufacture such as turning instead of grinding, then this change must be approved by PFG prior to implementation.

e) Heat treatment or other special processes such as brazing that require a heat cycle in an oven must be supported by a furnace chart. A copy of this chart is to be supplied to PFG with the delivery.

f) The use of specialised machining processes such as Spark Erosion, Electro-chemical machining etc. is strictly prohibited unless authorised by the component drawing or written permission from the PFG Design department.

13. TRACEABILITY

13.1 GENERAL (ALL MARKET SECTORS)

a) Batch traceability must be maintained ensuring that all items are traceable back through all manufacturing and sub-contract stages to the raw material batch number.

b) All components deemed 'Critical' must be individually serialised and traceable to individual batches of raw material and processes.

c) Supplier shall prevent and mitigate the use of counterfeit parts. Supplier shall comply with the requirements of AS5553 for electronic components and AS6174 for non-electronic product.

d) To prevent the inadvertent use of counterfeit parts and materials all fasteners and/or electrical, electronic and electro-mechanical parts delivered and/or used in the manufacture of deliverable products shall be from the Original Component Manufacturer (OCM)/ Original Equipment Manufacturer (OEM) or their franchised dealer or an authorized distributor chain. Parts shall not be used or reclaimed and misrepresented as new. Parts shall not be acquired from independent distributors or brokers unless specifically authorized in writing by the buyer. The supplier shall flow down this requirement to sub-tier suppliers.

14. FREE ISSUE MATERIAL

14.1 GENERAL (ALL MARKET SECTORS)

a) When material or part finished components are free issued by PFG, the supplier shall ensure that the PFG Purchase Order number is cross-referenced on the returning supplier release documentation.

b) The supplier shall maintain adequate control of this free issued material to ensure its correct identification, preservation and segregation.

15. PRESERVATION OF PRODUCT

15.1 GENERAL (ALL MARKET SECTORS)

a) Throughout processing suppliers are required to ensure that products are adequately

handled, packed, stored and protected in order to keep them free from damage and corrosion.

b) Prior to despatch to PFG parts will be cleaned to a level that will remove any residual oils, chemicals, deposits etc. and ensure they are free from any loose materials.

c) Parts will be packed for delivery in a manner that ensures adequate segregation of Components, freedom from metal to metal contact, damage or corrosion during transportation to PFG.

d) The supplier shall establish, document and maintain a program to control and eliminate Foreign Object Damage (FOD) and/or contamination during the supplier's manufacturing, assembly, test and inspection, and packaging/shipping (e.g. use of FOD causing materials like Styrofoam packing beads) operations. The supplier's FOD program is subject to on-site review and approval by PFG.

15.2 CONTROL OF AGE SENSITIVE ITEMS

a) Unless otherwise specified by the contract, the age limit or maximum time between the date of manufacture of elastomers (i.e. rubber goods such as O-rings, seals, gaskets, etc.) to the date of delivery to PFG is a maximum of forty (40) quarters or ten (10) years. The supplier shall establish and maintain an effective system of age control of elastomers to ensure that the age limits are met. Individual or bulk elastomers delivered to PFG shall be properly identified in accordance with the applicable specification and include the cure date (quarter & year, i.e. 2Q03) either on the individual packages or on the bulk containers. With each delivery of products on the contract, the supplier shall include on the packing list/shipper or on a separate attached document, a written statement which is worded substantially as follows:

"This is to certify that all elastomers delivered on this contract (number) and packing list/shipper (number) have been manufactured and controlled in accordance with the age control requirements, have not been commingled with elastomers from other manufacturers, or other lots or batches and comply with all of the requirements of the contract. Objective evidence to support this certification will be made available to PFG for review upon request."

16. RELEASE REQUIREMENTS

16.1 GENERAL (ALL MARKET SECTORS)

a) All materials, goods or services must be release by the supplier in accordance with the Purchase Order requirements.

All certifications shall be in the English language.

b) Unless otherwise stated on the Purchase Order, a Certificate of Conformity (C of C) must accompany each delivery to PFG. This document will be in a format approved by the suppliers Third Party or Civil Airworthiness Quality System approval or as agreed with the PFG Quality Department. This document must contain the following information as a minimum:

- Supplier's Name and address
- A unique serial number identifying the document
- PFG purchase order number
- PFG part number and issue
- Quantity of parts covered by release document
- Reference to material certification (see para 10.1 and 13)
- Where applicable reference to process certification (see para 12)
- Signature and date of approved supplier personnel authorising the document.

c) Supporting documentation such as material certificates, special process documentation as detailed in this procedure or on the purchase order must also accompany the C of C.

e) All process certifications referenced on C of C's must include the issue number of the Process certification. This will allow PFG to confirm the correct process has been Carried out.

17. SOURCE INSPECTION

17.1 GENERAL (ALL MARKET SECTORS)

a) PFG reserves the right to conduct source inspection at the supplier's premises prior to the shipment of parts.

b) The requirement to conduct source inspection will be identified on the relevant purchase order and the supplier will advise the PFG Supply Chain at least 5 working days before the foreseen date of delivery.

17.2 DELEGATED SOURCE INSPECTION (ALL MARKET SECTORS)

Suppliers will be selected to be given delegate source inspection based on their quality & delivery performance to PFG. As part of this process, the applicable suppliers will agree to put in place some additional controls to reduce the risk of producing non-conforming product. This initiative will be rolled out by the PFG Quality Department.

18 CONTROL OF MEASURING EQUIPMENT

18.1 GENERAL (ALL MARKET SECTORS)

18.1.1 Calibration System requirements

a) The supplier shall establish, document and maintain a system that is traceable to the applicable revision of ANSI/NCSL Z540.3 (Systems exceeding Z540 like ISO/IEC 17025 are acceptable), or the equivalent national standard. The supplier's calibration system is subject to audit, verification and approval and/or disapproval by PFG or its designated representative(s).

18.1.2 PFG owned calibrated measuring equipment

a) Suppliers are expected to provide the necessary inspection tools and gauging appropriate for the verification of the work they perform for PFG. In exceptional circumstances and only in agreement with the PFG Quality department, suppliers may be loaned measuring equipment by PFG. Normal practice in these cases will be that any measuring equipment loaned to a supplier by PFG will be returned to PFG with the delivery of associated components. Under these circumstances PFG will take responsibility for ensuring that the measuring equipment is maintained in a calibrated state.

b) If the above practice is not adopted then the supplier must take responsibility for maintenance of the equipment calibration by entering it into their own calibration control system.

18.1.3 Significant out of Tolerance conditions

a) If the results of calibration, prior to adjustment or repair, are such that the error is greater than 95% of the measured value then the equipment will be considered to be significantly out of tolerance and therefore subject to further investigation to determine the effect on product being produced and already delivered.

b) If the results of this investigation indicate that non-conforming product has been delivered to PFG then the actions stated in para 24 will apply.

19. INSPECTION

19.1 GENERAL (ALL MARKET SECTORS)

The supplier is responsible for ensuring that the parts delivered to PFG comply in all respects to the relevant drawing and/or specification. Evidence of this review will be maintained as part of the manufacturing records (see paragraph 6).

All features are to be measured 100% to ensure that they conform to drawing requirements, for a new part, or where there has been a change to the production process a dimensional report will be required with the parts to demonstrate compliance.

19.2 If sample inspection is used then it must be in accordance with BS6001. Use of sampling plans is not acceptable unless agreed in writing by the PFG Quality department.

100% inspection of all features is required whenever there has previously been a rejection, or non-conformance identified on a part. This must be in place until there sufficient evidence that the issue has been resolved.

20. FIRST ARTICLE INSPECTION

20.1 GENERAL (ALL MARKET SECTORS EXCLUDING MF)

a) The supplier is responsible for ensuring that First Article Inspection Report (FAIR) is performed when:

- The item is manufactured for the first time.
- A new supplier is used for sub-tier processing.
- A change in design affecting fit, form, or function of the part.
- A change in any manufacturing source, processing source, process, inspection method (Including functional test requirements), location of manufacture, tooling, or materials, that can potentially affect fit, form, or function.
- A change in numerical control program or translation to another media that can potentially affect fit, form, or function.
- A natural or man-made event, which may adversely affect the manufacturing process.
- A lapse in production for two years or as specified by PFG.
- Altered Item Drawings with specific dimension requirements.
- When requested by either internal/external customer.
- When the revision of the drawing is changed, even if it has not affected the specific configuration.

b) FAIR will be performed on one or more parts from the first manufacturing batch and will consist of a verification of all drawing features.

c) The supplier will compile a FAI Report which will detail the results obtained against each drawing feature and confirm that all drawing and purchase order requirements have been satisfied. This report will include copies of all material and process certification along with the completed manufacturing and inspection history generated by the supplier. A copy of this report will be submitted with the delivery of the first manufacturing batch.

d) The component subjected to FAIR must be identified and delivered with the first manufacturing batch.

20.2 AD

a) The format for the First Article Inspection Report will be as defined in SAE document AS9102. Paper or electronic versions of the necessary forms are available from the PFG Quality department upon request.

21. VISION TESTS

21.1 AD

a) Periodic eyesight checks for all inspectors and individuals determining product

conformance (including calibration technicians) will be carried out on an annual basis. These tests must be carried out by a qualified ophthalmic optician to ensure individuals meet near vision acuity to Jaeger J1 and Ishihara colour perception requirements, Snellen 14/18 (20/30), Jaeger 2 or equivalent.

b) Records of these tests must be retained on file as a Quality record.

22. DISPOSAL OF ITEMS IDENTIFIED AS SCRAP

22.1 GENERAL (ALL MARKET SECTORS)

a) Nonconforming components sentenced by the supplier as scrap prior to delivery to PFG will be;
- If the supplier has procured the material on PFG's behalf, adequately deformed to render them incapable of fulfilling their originally intended purpose prior to disposal.
- If the material has been free issued to the supplier by PFG, adequately identified / segregated and returned to PFG with the delivery of conforming parts, noting this return on the C of C.

23. CONCESSION / PRODUCTION PERMIT APPLICATIONS

23.1 GENERAL (ALL MARKET SECTORS)

a) Nonconforming items will only be accepted by PFG in exceptional circumstances and must not be delivered unless PFG Quality Department has formally agreed either a Concession or Production Permit.

b) The suppliers release documentation must clearly indicate the agreed Concession / Production Permit reference number relevant to the applicable part / batch and the part adequately identified and segregated within the batch being delivered.

24. SUPPLIER NONCONFORMANCE IDENTIFIED AT PFG

24.1 GENERAL (ALL MARKET SECTORS)

a) Nonconforming materials or parts identified at PFG will be rejected to the supplier on a Supplier Reject Note (SRN), a copy of which will accompany the returned goods.

b) At the discretion of PFG, the supplier will be requested to complete details of the cause of the nonconformance and the action take to prevent recurrence. This Supplier Reject Note (SRN) must be completed and returned to the PFG Quality Department within 30 days of receipt.

c) When returning previously rejected goods the supplier shall make reference to the original release and subsequent reject on the return C of C.

25. NONCONFORMANCE IDENTIFIED AT SUPPLIER

25.1 GENERAL (ALL MARKET SECTORS)

a) Where a supplier identifies a nonconformance that affects previously delivered product then the supplier will inform the PFG Quality Department of this occurrence within 24 hours of discovery stating the following:
- The nature of the nonconformance.
- The quantity of parts affected.
- The release document reference(s) relating to the delivery of the affected parts.

c) Any products found to be nonconforming to PFG drawings, specifications, contract, or other applicable requirements either by the supplier or the supplier's sub-tier sources, shall be identified, segregated and reworked or replaced with conforming products prior to delivery to PFG. PFG reserves the right to reject and return any nonconforming

products to the supplier at the supplier's expense.

AD

d) Upon implementation of corrective action, to ensure effectiveness, supplier shall have a documented process in place to ensure that 100% over-inspection (i.e. additional independent measurement of the affected characteristic(s)) is performed of the deviated characteristics for a minimum of the next (3) three consecutive manufactured lots (quantities of parts produced under conditions that are considered uniform) unless otherwise specified by the Member.

26. MANDATORY OCCURRENCE REPORTING (CAA SUPPLIERS ONLY)

26.1 REPORTING

Supplier shall establish and maintain an internal occurrence reporting system in the interest of safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information;

1. Report to the holder of the type-certificate or design approval, all cases where products, parts or appliances have been released by the production organisation and subsequently identified to have possible deviations from the applicable design data, and investigate with the holder of the type-certificate or design approval in order to identify those deviations which could lead to an unsafe condition;
2. Report to the applicable Agency and the competent authority of the Member State the deviations which could lead to an unsafe condition identified according to point (1). Such reports shall be made in a form and manner established by the Agency under point 21.A.3A(b)(2) or accepted by the competent authority of the Member State;
3. Where the holder of the production organisation approval is acting as a supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data;
4. Upon implementation of corrective action, to ensure effectiveness, supplier shall have a documented process in place to ensure that 100% over-inspection (i.e. additional independent measurement of the affected characteristic(s)) is performed of the deviated characteristics for a minimum of the next (3) three consecutive manufactured lots (quantities of parts produced under conditions that are considered uniform) unless otherwise specified by the Member.

Suppliers are to be aware of Mandatory occurrences are those which may represent a significant risk to aviation safety and which fall into defined categories listed in the Commission Implementing Regulation 2015/1018. This is accessible via the EASA website www.easa.europa.eu.

Reporting externally is completed by the supplier within 72 hours of reporting the initial occurrence. Porvair are also to be informed as part of the external notification. This is reported directly using the European Aviation Safety Reporting portal: www.aviationreporting.eu.

27. STATISTICAL PROCESS CONTROL (SPC)

27.1 GENERAL (ALL MARKET SECTORS)

a) Suppliers are encouraged to employ SPC techniques during manufacture of all items but where this is a mandatory requirement as a result of PFG Customer terms and conditions then this will be detailed on the relevant Purchase Order or drawing. Results of any mandatory Key Characteristic / SPC checks shall be recorded and

retained on file as a Quality Record by the supplier.

28. ADVANCED QUALITY PLANNING/PRODUCTION PARTAPPROVALPROCESS

28.1 GENERAL (ALL MARKET SECTORS)

a) PPAP (Production Part Approval Process) may be required on purchase orders/shipments and applies to the supplier and their Sub-Tier suppliers. The PPAP process will be used to help determine if engineering design record and specification requirements are properly understood and that the manufacturing process has the potential to produce product that consistently meets these requirements during an actual production run. If required it will be stated on the applicable order.

Refer to the IAQG Supply Chain Management Handbook for APQP/PPAP guidance: http://www.sae.org/iaqg/handbook/scmhtermsofuse.htm

29. NOTIFICATION OF CHANGES

29.1 GENERAL (ALL MARKET SECTORS)

a) Where there are changes to a process please refer to section 12. Porvair are to be notified within 24 hours of a change to process.

b) Where materials / processes have been superseded and there is the potential to diverge from the current process, or if a material/substance is no longer available due to obsolescence Porvair are to be notified as soon as identified.
Processing of product shall not continue until direction/approval has been provided by Porvair.

30. REACH (REGISTRATION, EVALUATION, AUTHORISATION AND RESTRICTION OF CHEMICALS

30.1 GENERAL (ALL MARKET SECTORS)

All suppliers to Porvair are by obliged to provide and update information on the hazardous substances used in your manufacturing processes and products supplied to Porvair.

You must comply with the requirements under Article 33 of the European Union REACH Regulation (EC) 1907/2006. This includes complying with the following requirements;

a) Have a process for monitoring changes/amendments to the REACH regulation and its impact to your organisation
b) Be able to provide a REACH statement/declaration (when requested) as evidence of the integration of REACH requirements into your organisation and have list of substances/parts monitored as part of this requirement
c) Have a record of all substances of Very High Concern (SVHCs) and evidence of your authorization to use them
d) Have a process for monitoring your sub-tier suppliers compliance to REACH
e) Monitor and maintain a list of all substance names, CAS numbers and authorizations for you and your sub-tier suppliers

If you are unable to comply with any of above requirements, a justification needs to be provided to Porvair Filtration.