



World Class Filtration Solutions
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SUPPLIER QUALITY ASSURANCE REQUIREMENTS

SQA1

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Approved by:

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1. Introduction

PFG is a supplier of filters and filtration products primarily to the Aerospace and Nuclear industries, with high-level customer expectations and regulatory requirements. The ability to meet these requirements and exceed expectations, is underpinned by the PFG supply chain engagement and commitment to complying with the requirements within this document.

2. Scope and Applicability

This document defines the Quality Assurance requirements for suppliers performing work under a Porvair Filtration Group (PFG) Purchase Order or contract. The requirements of this document are a mandatory requirement for a supplier accepting a PFG Purchase Order, that defines SQA1. It is the supplier's responsibility to ensure the current version of this document is held. These requirements are also applicable to supplier sub-tiers and should be flowed down as part of the purchasing process.

The market sector will be defined for each line item on a Purchase order, to which the applicable requirements of this document will be incorporated into the suppliers QMS and delivered product

Market Sector Code	Market Sector
AD	Aerospace and Defence
PP	Process
EN	Energy
MF	Microfiltration
RM	Raw Material

Where additional requirements are required for immediate implementation into the suppliers Quality Management System, or if PFG identify the need to clarify on methods of compliance, a Notice to Supplier 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 purchasing contacts.

3. Document Precedence

If a conflict arises, the order of precedence is as follows:

- Contract.
- PFG Purchase Order.
- PFG SQA1.

4. Supplier Quality System Requirements

Suppliers shall maintain a 3rd party approved / certified Quality Management System applicable to their scope of work. PFG Purchasing department must be notified of any change to a supplier's approved scope or status as soon as it becomes known.

Type of Supplier	Approval / Certification
Raw Material	ISO9001
COTS / Standard Parts	ISO9001
Detailed Part	AS9100
Distributor – COTS, Standard Parts and Non-Aerospace	ISO9001
Distributor - Aerospace	AS9120
Special Process	Nadcap
Calibration	ISO17025

PFG define the following as special processes:

- Anodising
- Brazing
- Heat Treatment
- Ion Vapour Deposition
- Passivation
- Surface Enhancement

Suppliers are responsible for ensuring all sub-tier suppliers used, hold the relevant approvals as required by this document.

5. Supplier Code of Conduct

Market Sector: All

Suppliers facilities shall operate in full compliance with the laws of their respective countries of operation, and with all other applicable laws, rules and regulations. In addition, PFG suppliers are expected to meet our principles regarding:

Ethical Behaviour: PFG expects all suppliers to conduct business fairly and in a ethical and proper manner.

Environmental: Supplier facilities must comply with all applicable environmental laws and regulations.

Health and Safety: Supplier facilities must comply with all applicable Health and Safety laws and regulations.

Discrimination: Suppliers shall employ workers on their ability to do the job, not on the basis of the personal characteristics.

Child Labour: Suppliers shall only employ workers who meet the applicable minimum age requirement and comply with all other applicable child labour laws.

Forced Labour: Suppliers shall not use any prison, indentured or forced labour.

Gift and Gratuity: The offering of, or acceptance of kickbacks, bribes or other illegal payments subverts the very essence of competition and erodes the moral fibre of those involved. Such activities are not condoned and will not be tolerated by PFG. Any supplier violating this requirement risks immediate loss of all existing and future business.

6. Right of Access

Market Sector: All

Suppliers shall grant access to PFG, civil and military regulatory authorities, and / or customer representatives' access to their facilities and records, for the purpose of investigation of non-conformances, checking conformity to contract and auditing of the Quality Management System. In cooperation with the supplier, this right of access will extend to the sub-tier suppliers.

7. Contract Review

Market Sector: All

The supplier shall have in place a process to ensure the full requirements of each PFG Purchase Order have been reviewed and confirmed prior to issuing an order acknowledgement. All changes to a Purchase Order shall be through the issuing of a Purchase Order amendment by PFG, shall also be acknowledged by the supplier.

8. Identification and Traceability

Market Sector: All

Batch traceability must be maintained ensuring that all items are traceable back through all stages of manufacture (including subcontract), to the raw material batch / heat numbers. When in production, all components shall be identified (individually or batch), with a unique reference (Works Order number) and identifiable to their current status.

Components detailed as critical, must be individually serialised and traceable to individual batches or raw material and processes.

9. Procurement of Raw Material by a Detailed Part Supplier

Market Sector: All

When a supplier procures raw material for the fulfilment of a PFG Purchase Order, the supplier should be a reputable source, holding the necessary approvals as defined in section 4 of this document.

Full certification, including physical and chemical analysis must be verified, and held on file by the supplier.

Market Sector: AD, EN

Materials are to be manufactured (mill location) from qualifying countries as detailed in DFAR 225.003

10. Procurement of Special Processes by a Detailed Part Supplier

Market Sector: All

Where a supplier procures special processes for the fulfilment of a PFG Purchase Order, the supplier should be a reputable source, holding the necessary approvals as defined in section 4 of this document.

Full certification must be verified and held on file by the supplier.

Market Sector: AD

Special processes must be performed by a NADCAP approved source (special processes detailed in Section 4). The NADCAP approval must be appropriate to the special process being performed.

Once special processes have been proven to produce conforming parts, the process is to be sealed, and the supplier will become a preferred supplier. Any change will require PFG approval and revalidation of the process.

For parts subject to heat treatment, a copy of the furnace chart shall be supplied with the delivery.

11. Handling, Packaging and Preservation

Market Sector: All

Throughout the process, suppliers are required to ensure that products are adequately handled, packed, stored and protected, to keep the free from contamination, corrosion or damage.

Prior to despatch to PFG, parts will be cleaned to a level that will remove any residual process fluids, chemicals or loose material.

Parts will be packed for delivery, in a manner that ensures adequate segregation of components, freedom of metal to metal contact, protection from damage and corrosion.

12. Life Limited Items

Market Sector: All

Unless specified by the Purchase Order, life limited items shall have 80% or greater of their storage life remaining on receipt at PFG. The supplier shall detail on their Certificate of Conformance, the manufacturer's name, compound trade name, batch number, cure date and expiry date for each batch delivered.

13. Control of Measuring Equipment

Market Sector: All

Suppliers shall ensure that all calibrated measuring and test equipment, used for product validation and acceptance is traceable to recognised international or national standards. Suppliers shall have a procedure for the control of calibrated items, including actions for addressing calibration failures.

Calibration failures shall be assessed for impact, failures exceeding 25% of product tolerance or twice the calibration tolerance shall be deemed as significantly out of tolerance. PFG shall be notified of any product delivered to PFG, validated with such equipment.

All calibrated items shall be registered, with as a minimum the following information identified:

- Unique reference number
- Equipment type and description
- Date of last calibration
- Calibration frequency
- Date of next calibration

14. Inspection

Market Sector: All

Suppliers are responsible for ensuring product delivered to PFG, comply to all respects of the Purchase Order and technical Information. Documented evidence of this review will be maintained.

Sampling plans may be used, if agreed in writing by PFG Quality department, and shall be in accordance with BS6001 or equivalent. If sampling plans are used, Key Characteristics shall be 100% inspected.

All features are to be inspected 100% for:

- New parts
- Where there has been a change in manufacturing process
- Following an internal detected non-conformance
- PFG rejection raised.

Market Sector: AD

Inspectors and personnel involved in determining product conformance (including NDT personnel and calibration technicians), shall receive annual eye examinations by a qualified optician or personnel nominated by the company for NDT.

As a minimum, eye examinations shall include Snellen 14/18 (minimum), Jaeger No.2 and a one-time Ishihara colour perception, with levels to be met in at least one eye (natural or corrected).

15. Control of Authorisation Stamps

Market Sector: All

Where stamps are issued to individuals authorised who perform inspection or manufacturing operations to signify their acceptance, then these stamps shall be suitably controlled. The control will include records of stamp holders, authorisation of their use and control of un-issued, returned or lost stamps. Withdrawn stamps shall not be re-issued for a minimum period of 6 months.

16. Processes and Control of Changes

Market Sector: All

Processes and process routings used to manufacture parts for PFG must be planned and documented.

Market Sector: AD

Once processes and process routings have been proven to produce conforming parts, the process shall be sealed. Changes to processes, require approval from PFG prior to implementation and will be revalidated by the submission of a FAIR.

The use of specialised machining processes such as Spark Erosion or Electro Chemical machining is strictly prohibited unless authorised by component drawing or by written permission from PFG Engineering.

17. Supplier Detected Non-Conformance

Market Sector: All

Where a supplier detects a non-conformance that affects previously delivered product, the supplier will notify PFG Quality department within 24 hours of the discovery. Notification will include the following details:

- Part Number
- Nature of the non-conformance
- Quantity of part affected
- Supplier C of C and PFG Purchase Order references.

Any non-conforming product detected by the supplier or supplier's sub-tier, shall be identified, segregated, dispositioned and reworked prior to delivery to PFG. Where rework is not feasible, replacement parts shall be supplied.

To ensure effectiveness of corrective actions, suppliers shall have a procedure in place implement a 100% inspection for the following 3 batches.

Market Sector: AD

Suppliers shall establish and maintain an internal occurrence reporting system in the interest of product 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.

Adverse trends and deficiencies identified, which may represent a significant risk to aviation safety shall be reported PFG Quality department, or for Mandatory Occurrence Reports (MOR), directly to the European Aviation Safety Agency reporting portal www.aviationreporting.eu

18. Supplier Non-Conformance Detected at PFG

Market Sector: All

Non-conforming material or parts detected at PFG shall be rejected to the supplier on a Supplier Reject Note (SRN), a copy of which will accompany the returned goods.

At the discretion of PFG, the supplier will be required to complete the SRN, detailing the Root Cause of the defect and escape, and corrective actions implemented to prevent reoccurrence. SRN's shall be complete and returned to PFG within 30 days of receipt.

When goods are returned to the supplier for rectification, supplier shall make reference to the original release and SRN number on the new C of C.

19. Certificate of Conformance

Market Sector: All

All materials, goods and services, must be released by the supplier on a Certificate of Conformance (C of C), in accordance with the Purchase Order requirements and written in English. As a minimum, the C of C shall contain the following information:

- Suppliers Name and Address.
- A unique serial number identifying the document.
- PFG Purchase Order number.
- PFG Part Number and Issue status.
- Quantity or parts.
- Suppliers Work Order reference.
- Reference to material certification.
- Reference to process certification (where applicable).
- Signature of the approved person authorising the release.
- Date shipped.
- Compliance statement.

20. Dimensional / Test Reports and Material Certification

Market Sector: All

Supporting documents, such as material and special process certification as detailed in this document or as detailed on the Purchase Order must be supplied with the C of C.

21. First Article Inspection Reports

Market Sector: AD, EN, PP

Suppliers are responsible for ensuring a First Article Inspection Report (FAIR) is performed following any of the following:

- A part is manufacture for the first time.
- A change design definition.
- A change in manufacturing or inspection method or equipment, including a change to CNC programs.
- A change in sub-tier processing.
- A lapse in production of 2 years or greater.
- A natural or manmade event, which may adversely affect the manufacturing process.

The FAIR will be performed on one or more parts from the first manufacturing batch and will consist of a verification of all drawing features and PO requirements have been met.

The item subject to FAIR will be identified and delivered with the first manufactured batch.

A copy of the FAIR is to be sent with the identified item, or electronic versions are to be submitted to SEG.FAI@porvairfiltration.com

Market Sector: AD

The format of the FAIR shall be as defined in the current revision of AS9102.

22. Record Retention

Market Sector: All

Records relating to the suppliers Quality Management System and delivered product shall be maintained and retrievable for a minimum of 10 years. Prior to disposal of records, approval shall be gained from PFG Quality Department. Corrections made to records, shall ensure it is obvious that a correction was made and identify the person making the change (e.g. single line through the error and signed / stamped by the person making the change). The use of correction fluid is strictly prohibited.

Market Sector: AD

Records used to show the conformity of the suppliers Quality Management System, and the delivered product must be retained for a minimum of 40 years, unless otherwise agreed in writing by PFG Quality Manager.

Market Sector: EN, MF, PP

Records used to show the conformity of the suppliers Quality Management System, and the delivered product must be retained for a minimum of 20 years, unless otherwise agreed in writing by PFG Quality Manager.

23. Counterfeit Part Prevention

Market Sector: All

Suppliers shall establish a program to prevent the delivery of counterfeit parts to PFG.

Market Sector: AD

A counterfeit avoidance plan shall be created and maintained to meet the requirements of AS5553 (Electronics) and/or AS6174 (Material).

24. Foreign Object Damage (FOD) / Foreign Object Debris (FOd)

Market Sector: All

Market Sector AD

A FOD/FOd control program shall be created and maintained to meet the requirements of AS9146.

25. APQP / PPAP

Market Sector: AD

When specified on the Purchase Order, Advance Product Quality Planning (APQP) / Production Part Approval Process (PPAP), will be required to be complete by the supplier. The required APQP and PPAP elements will only be relevant to the scope of work being carried out and in line with the requirements of AS9145.

26. Obsolescence and REACH

Market Sector: All

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

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

- Having a process for monitoring changes / amendments to the REACH regulations and its impact on your organisation.
- Be able to provide a REACH statement / declaration (when requested) as evidence of the integration of REACH requirements into your organisation and have a list of substances / parts monitored.
- Have a record of all Substances of Very High Concern (SVHCs) and evidence of your authorisation to use them.
- Have a process for monitoring your sub-tier suppliers for REACH compliance.
- Monitor and maintain a list of all substance names, CAS numbers and authorisations for you and your sub-tier suppliers.

27. Business Continuity and Risk Management

Market Sector: All

PFG suppliers shall create and maintain a documented Business Continuity Plan (BCP), which details mitigation actions and reaction plans in the event of losing key personnel, facilities, equipment or suppliers. The BCP shall include, but not limited to: Natural disasters, Labour disputes, Lockouts, Evictions, Power system loss, Hazardous spills, Fire, Floods, Explosions, sabotage or Conflicts. The supplier shall make PFG aware at the earliest opportunity, not exceeding 7 days of any of the following:

- Change to Senior Leadership personnel.
- Change in the status of the Quality Management System.
- Change in ownership.
- Risks impacting the supplier's ability to supply, including legislation changes (e.g. REACH).
- Risks associated with business operations or supply.

Suppliers shall notify PFG immediately of any identified obsolescence's which may have an impact on the supplier's ability to manufacture and supply goods to PFG.

Change History			
Issue No.	Date	Change Detail	Approved By
6	06/11/2017	Updated to PDF format	T Ogunkolati
7	16/07/2018	Section on Ethics added. Supplier approval requirements amended. Section 5.0 updated and to revise supplier approval requirements. Section 5.1 updated. Section 6.3 updated to define document retention requirements. Section 18.1 updated to reflect calibration requirements. Section 19.1 and 19.2 updated to reflect inspection requirements.	T Ogunkolati
8	25/03/2019	Section 7.1 Rights of Access – Added detail to flow requirement to sub-tier suppliers. Section 10.2 updated to refine requirements for material supply. Section 26 added to reflect requirements for reporting occurrences.	T Ogunkolati
9	22/01/2021	Note added to Section 5 referencing Collins and P&WC requirements. Section 29 added to reflect obsolescence requirements. Section 30 added to include REACH requirements.	T Ogunkolati
10	09/08/2022	2.4 E added – Notice to Suppliers. Change all EASA references to CAA	P Crook
11	14/08/2025	Full re-write	P Crook