

SUPPLIER QUALITY REQUIREMENTS

Redmayne Engineering Ltd
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Approved on behalf of Redmayne Engineering Ltd by


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Revision	Date	Approved by	Changes
2	14/05/2014	N Tucker	Section 8.5.2 – RF241 & Format
3	16/11/2015	N Tucker	Re-formatted document & change of MD
4	24/12/2015	N Tucker	Section 8 – Replaced RF241 with RF30
5	07/09/2017	N Tucker	Added reference to counterfeit parts, FOD & ethics
6	03/05/2023	N Tucker	Added section 10 – Safety policy

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Scope

This document applies to all suppliers and their subcontractors who furnish product, material, processes, or services to Redmayne Engineering Ltd.

It is expected that all suppliers will conduct their operations in accordance with the minimum accreditation to ISO9001:2015 unless authorized by Redmayne Engineering Ltd.

This document includes specific elements appropriate to us and our customers.

1. Rights of Access

Redmayne Engineering Ltd's representatives, their customer's or government / regulatory agencies shall have a reasonable right of entry into a supplier's facility or that of their subcontractors concerning Redmayne Engineering Ltd's quality documentation, quality records concerning the traceability of components or the ability to conduct audits to verify product or processes.

2. Control of Documents

The supplier shall maintain an effective documentation control system to ensure the correct revision of drawings and specifications are used at all times.

Should any Redmayne Engineering Ltd approved supplier use a sub-contracted approved supplier, the supplier is expected to flow-down customer requirements (specifications, drawings etc) including critical/key characteristic requirements where required.

3. Quality Records/Record Retention

The supplier shall keep records for a period of 15 years from the date of order completion. These records shall be stored in a manner which enables them to be readily retrievable and legible. Records to be retained (but no limited to) include:-

Job Cards or Manufacturing Routers
Inspection Information
KC Data
FAIR Records
Test Reports
Certificates of Conformity

4. Purchasing

Suppliers shall ensure that any product bought is purchased from an approved supplier which has been approved by the purchasing company.

A supplier shall not sub-contract work to a supplier which has not been approved by Redmayne Engineering Ltd and /or our customer.

5. Counterfeit / Suspect Unapproved Parts

The supplier shall be aware at all times of the possibility of **COUNTERFEIT / SUSPECT UNAPPROVED** or **BOGUS ITEMS** being offered for sale. Adequate steps must be taken in order to eliminate the possibility of purchasing such items and to ensure traceability to a satisfactory source of manufacture.

6. Identification & Traceability

Configuration and identification of all components must be maintained throughout all stages of manufacturing.

All parts should be able to flow-back to the raw material (including sub-assemblies).

7. Control of Production

The supplier shall implement processes needed to ensure product safety during the life-cycle. Care shall be taken to ensure that Foreign Object Debris/Damage prevention measures are used (see section 10). Burrs are to be removed and components are to be handled and packaged in a manner that minimizes the risk of damage during manufacture.

Any Redmayne Engineering Ltd supplied equipment (gauges, tooling etc) shall be returned with each batch of components, unless otherwise agreed. Should an item at the suppliers premises be found to be out of calibration or become damaged it shall be returned to Redmayne Engineering Ltd for rectification/replacement.

The supplier shall ensure all inspection and verification activities have been completed prior to presenting the parts/components to Redmayne Engineering Ltd.

Boeing Flight Safety Parts (if applicable): The requirements for Flight Safety Parts are contained within the Boeing document EPB17-119 and apply when invoked by the Purchase Order.

When required, the supplier shall provide test reports for any product/material when requested including any critical/key characteristic data.

8. First Article Inspection Report (FAIR)

First Article Inspections shall be conducted in accordance with BS/EN9102 when requested on the Purchase Order. A FAIR is to be completed when any of the following conditions occur:-

- New part
- Change of issue status
- Change of manufacturing method
- Process change
- Change of manufacturing location

Any FAIR (full or partial) is to be accompanied by raw material data.

9. Control of Non-Conforming Product

The supplier shall communicate any instances of non-conforming product to Redmayne Engineering Ltd. Any returned components shall be clearly identified as non-conforming and reference documents should be endorsed as such to prevent it's unintended use or delivery.

Under no circumstances is non-conforming product to be disposed at a suppliers site without formal permission.

Redmayne Engineering Ltd shall be informed immediately where it is determined that non-conforming product has been detected by the supplier after delivery.

Should delivered non-conforming product be detected at Redmayne Engineering Ltd, a Supplier Corrective Action Report (SCAR form RF30) will be raised. The supplier shall take immediate action to contain the error and return the completed form within 28 days from receipt.

Redmayne Engineering Ltd will keep all instances of detected non-conformity and the response times to SCARs. This method is the basis for controlling our approved supply base and is according to our procedures. Appropriate action to minimize risk to our customers will be taken on those suppliers who are consistently supplying poor quality product or services.

10. Product Safety

Redmayne Engineering Ltd have developed processes for awareness in their contribution to product safety.

Redmayne Engineering Ltd strongly advise that suppliers evaluate hazards and mitigate risks in their own organization that could potentially affect the safety of their own (and our) products and ultimately that of the end users.

11. Foreign Object Debris/Damage (FOD)

Foreign Object Debris/Damage (FOD) is described as a substance, debris or article alien to an area or object which may potentially cause damage to the end user.

FOD may be found in packaging, on or in the product, or in the area where finished product is handled. Examples of FOD can include (but not limited to):-

- Swarf
- Pieces of broken tooling
- Spilled liquid
- Dirt, paper, dust, metal filings

FOD can cause scratches, remove any corrosion protection applied and if undetected, be included in the final assembly of which the component was intended – sometimes with disastrous consequences.

The supplier shall ensure FOD awareness is established within the organization and take appropriate action to eliminate occurrences of intended delivery of product containing FOD.

12. Delivery

All products are to be transported in suitable packaging to avoid contamination or damage during transportation. It is to be ensured the type of packaging used does not have a negative effect on the product.

As part of Redmayne Engineering Ltd's internal procedures, Redmayne Engineering Ltd monitors on-time delivery of all approved suppliers. This measure ensures to reduce risk of our customer receiving late product.

13. Certificate of Conformity

All suppliers shall provide a Certificate of Conformity with delivered product. The Certificate of Conformity should include as a minimum:-

Unique CofC number
Part number and issue
Quantity
Person authorizing the release
Date

14. Change Notification

The supplier shall notify Redmayne Engineering Ltd should any of the following situations occur:-

- Change in company ownership
- Change in manufacturing / testing location
- Change in manufacturing process (tooling, production equipment etc)
- Loss or gaining of approvals
- Senior organizational changes

15. Performance

It is a Redmayne Engineering Ltd requirement that all suppliers are assessed for quality and on-time delivery with the aim of receiving quality product on-time, in full. Performance data is analysed monthly where each supplier is graded. Assessments are made on a case by case basis and will:-

- Determine continued suitability of the supplier
- Determine the standard on incoming inspection required
- Determine whether the supplier will have any restrictions placed on future orders.

Redmayne Engineering Ltd are monitored against these quality and delivery performance statistics by our customers and relevant certification bodies. It is our intention to work with our suppliers to achieve a common goal to minimize any risks to our customers.

16. Ethics

Redmayne Engineering Ltd ensures all Redmayne Engineering Ltd employees are treated fairly, with dignity and respect. Our suppliers are also entitled to fair treatment. It is our intention to provide accurate, open and honest communication with our suppliers whilst maintaining the interests of Redmayne Engineering Ltd and our customers.