

Introduction

- CSS group Ltd. is working to AS9100 Quality Management System
- Purchased **Raw Material** may be used in or support an Aerospace or Defence application, consequently, strict control of the Raw Material make up, the manufacturing process and the adherence to specification are of paramount importance.
- **Under no circumstances must Counterfeit parts be supplied to CSS Group as the consequence of this could be catastrophic.**
- Purchased **Controlled Services** may be used in or support an Aerospace or Defence application, consequently, strict control of processes and personnel approvals are of paramount importance
- CSS Group Purchase Order will identify products which are categorised as raw material or controlled services.

Supplier requirements.

- Once a form of supply of material or a service methodology **is agreed between CSS Group and the supplier**, that process shall be fully approved by CSS group in writing and be allocated with a current approval / revision identity and be deemed as “frozen”. **No changes whatsoever may be made without informing CSS Group in writing**
- **Any product made to an un approved process must not be shipped to CSS Group**
The supplier must notify CSS Group immediately, in writing, of any change to the suppliers operation, changes in product and / or process. The resultant product must be quarantined at source and must not be shipped into CSS Group unless authorised to do so by in writing by CSS group.
- All raw material and services must be fully traceable and fully documented back to source
- Where a supplier intends to use a sub tier supplier, CSS Group must be advised in writing and the sub tier source must be similarly approved by CSS Group
- All raw material must be identified by manufacture batch code or lot number by the manufacturer
- All Raw material must be fully traceable throughout the whole of the raw material manufacturing process
- All raw material must be compliant to CSS Group Purchase Order. And associated specifications as defined on CSS Group Purchase Order
- Where CSS Groups Customer requirements (quality and or technical) take precedence, (special processes, assembly etc) the appropriate Customer requirements shall be included on the CSS Group Purchase order
- Where there is a requirement for submission of a First Article Inspection report for first build, revisions, or after a two year laps in production, AS9102 First Article Inspection is the preferred format
- The supplier shall agree full access for source inspection, regulatory authorities or system surveillance of procedures, facilities and products covered by the purchase order as required by CSS Group Ltd or their end Customer

All material must be shipped with:

- Certificate of Conformity confirming goods/services are compliant to the CSS Group Purchase Order, a copy of the C of C must be retained by the supplier for 10 years.
- Raw material batch specification
- Raw material test or certificates of analysis
- Raw Material safety data sheets.
- Statistical data and other manufacturing or service related documents as requested on the purchase order.

SUPPLIER Record Retention

- There is a requirement for all suppliers to retain all relevant records /certificates etc traceable back to source through all the manufacturing operations relating to the manufacture and supply of goods and services.
- These records must be available for audit by CSS Group or CSS Groups Customers.

All Quality documentation records are to be effectively maintained for life by the supplier but should be reviewed every 10 years and assessed with CSS Group and their Customer as to whether further retention is required.

**Customer requirements for record retention over-ride any other considerations
Action CSS and Supplier Quality Manager/representative**

Destruction of any Quality record requires the authority in writing of CSS Group's Customer and the CSS Quality Manager or designee.

E.G.

- C of C's
- Raw Materials
- Processes
- Services e.g. lifting, material testing
- Water treatment
- Heat-treatment
- Designs & models

Non Conforming material

- In the event that any raw material or out-plant process is identified by the supplier as being non-conforming to the requirements as defined in the CSS Group P/O or T's & C's the supplier must quarantine the shipment and advise CSS Group in writing the nature of the non-conformance .
CSS Group will review the non- conformance and advise the supplier accordingly.

In the event that any raw material or out-plant process is identified as non conforming on receipt, or, becomes apparent at a later date during its life at CSS Group or with the end user, the item/s affected will be identified and the supplier will be advised at the earliest opportunity along with any identified consequential actions which may be required.

Non- Disclosure Agreements

- The supplier shall agree confidentiality, protection and security of any intellectual information, sensitive Customer information & proprietary technology relating to CSS Group or its Customers activities, when required by CSS Group whereby a non disclosure agreement between CSS Group and the supplier will raised and implemented.

PURCHASING T's & C's **qual doc 014A**
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Supplier approvals

- CSS Group purchasing will identify the criteria for new supplier approval prior to the placement of any P/O
- The purchasing manager can select or de-select suppliers
- Suppliers deliver sub- standard product or fail to deliver on time will be advised of their non-conformance by the purchasing manager. Subject to the response or repeated non-conformances the supplier could be de-selected

Terms

- The supplier shall fully conform to the requirements of the CSS Group Purchase Order any exceptions must be advised to CSS group purchasing in writing prior to delivery
- CSS Group will pay 60 days from end of month upon receipt of invoice for goods/services compliant to the CSS Group Purchase Order

Change date; 5/1/10	Change date 6/4/10 iss 2	3/8/11 iss 3
Reason: First issue	Reviewed Revised post Michelmores mtg	Supplier record retention note added
Approved:	Approved	
Change date 29/2/12 iss 4	Change 2/1/14 iss 5	Change 12/8/15 iss 6
Non conforming material & supplier record retention notes revised post BSI Audit Feb 2012	Record retention notes revised post Dec 2013 BSI audit	Access for regulatory authorities added (ref BSI reqmnt)
Change date 25/5/17 iss 7		
Counterfeit parts note added		