



**Investment Casting Systems, Casting Support
Systems & Technical Composite Systems are part
of the CSS Group**

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PURCHASING TERMS AND CONDITIONS – ISSUE 9

Introduction

- CSS group Ltd. is working to AS9100 Quality Management System
- Purchased Raw Material or Controlled Services may be used in or support an Aerospace or Defence application, consequently, strict control of the Raw Material, 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.
- CSS Group Purchase Order will define the 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. No changes whatsoever may be made without informing CSS Group in writing.
- Any product made to an unapproved process must not be shipped to CSS Group
- The supplier must notify CSS Group immediately, in writing, of any change to the supplier's 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 CSS group.
- All raw material must be fully traceable and fully documented back to source and identified by manufacturer batch code/specification or lot number.
- All raw material must be compliant to CSS Group Purchase Order and associated specifications as defined on CSS Group Purchase Order
- Where specified on the Purchase Order, a Certificate of Conformity confirming goods/services are compliant to the CSS Group Purchase Order shall be provided. A copy of the C of C must be retained by the supplier.
- All new material must be supplied with safety data sheets and test results or certificates of analysis.
- Where specified on the purchase order, the supplier shall provide Statistical data and other manufacturing or service-related documents.
- All services must be fully documented
- Where a supplier intends to use a sub tier supplier, CSS Group must be advised in writing prior to the supplier raising sub-orders and the sub tier source must be similarly approved by CSS Group.
- 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, AS9102 First Article Inspection is the preferred format



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- The supplier shall agree full access for visits to their premises by CSS Group or their customers for the purpose of inspection of product covered by the purchase order or for general quality system procedural, regulatory or legal compliance audits.
- The supplier has an obligation to ensure compliance with all relevant legislation relating to:
 - Product safety
 - Health, Safety and the Environment
 - Anti-Bribery and Corruption
 - Equality
 - Mental Health and Wellbeing
 - Ethics
 - Anti-corruption
 - The United Kingdom Modern Slavery Act

SUPPLIER Record Retention

- There is a requirement for suppliers to retain all relevant records relating to the Purchase Order for the manufacture and supply of goods and services. This includes: Drawings and CAD models, material/service C of C's, Processes carried out (eg heat treatment), Services undertaken eg lifting, material testing, calibration, inspection, pressure testing, electrical testing and water treatment.
- These records must be available for audit by CSS Group or CSS Group's Customers.
- All Quality documentation records are to be 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. The destruction of any Quality record requires the authority in writing of the CSS Quality Manager or designee.

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 property, sensitive Customer information & proprietary technology relating to CSS Group or its



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Customers activities, when required by CSS Group whereby a non-disclosure agreement between CSS Group and the supplier will be raised and implemented.

Supplier approvals

- CSS Group purchasing will measure and assess supplier's performance based on delivery and quality.
- Suppliers which 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
- The Supplier shall submit invoices to the CSS group stating the relevant Purchase Order number and clearly identifying the goods/services supplied.
- Supplier payment terms are 30 days end of month.

The Company reserves to make changes to its terms and conditions without prior notice

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	Change date 03/07/18 iss8	Change date 12/10/21 iss 9
Counterfeit parts note added	Added Rev D clause 8.4.3.m	RW/RK update