

Assystem UK Ltd
QUALITY REQUIREMENTS for SUPPLIERS

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AMENDMENT NO.	DESCRIPTION	AMENDED BY	DATE
9	Section 11.1 addition of Customers or Regulatory Bodies to the text	M W Taylor	21/10/2015
10	Whole document re-formatted to one sheet	M W Taylor	14/10/2016

1 Introduction

This document contains the mandatory contractual requirements for the maintenance of a Quality System by the suppliers of products or services to Assystem UK Ltd. when stipulated on the purchase order.

The supplier's Quality System shall meet the requirements of the ISO 9001: 2008 quality standard. Evidence of compliance with this standard may be in the form of third party approval by a United Kingdom Accreditation Service (UKAS) approved body or other national bodies approved by the International Forum Accreditation (IAF) or approval by Assystem UK Ltd.

Objective evidence shall be available to demonstrate compliance with this document and additional requirements where invoked on purchase orders.

Although third party registration to the ISO standard will be taken into account, Assystem UK Ltd. reserves the right to carry out further assessment as it deems fit.

2 General

2.1 Where a contract, order, or document referenced therein specifies requirements in addition to this document, then these requirements shall also be mandatory.

2.2 If a contract or order specifies requirements which are different to the requirements contained in this document, then the contract or order shall take precedence.

2.3 Any duties performed by Assystem UK Ltd. or its employees in the way of approval of drawings, systems, methods or documentation produced by the supplier shall not relieve the supplier of any obligations under the contract or order placed.

3 Quality System Management Organisation

3.1 After approval by Assystem UK Ltd. any change to the nominated management representative responsible for quality, significant changes in the supplier's organisation, change in premises or ownership shall be communicated to Assystem UK Ltd. in writing to the Quality Assurance Manager.

3.2 The supplier shall be able to demonstrate to the satisfaction of Assystem UK Ltd. that staff are sufficiently experienced, are suitably trained, have the appropriate authority and possess the required qualifications in order to carry out work on Assystem UK Ltd. contracts or orders.

4 Purchasing

4.1 The supplier shall not sub-contract or assign the contract or order, or part of the contract or order, to another party without the prior agreement of Assystem UK Ltd.

4.2 Where this agreement is given, the supplier shall ensure that all the requirements of this document, the contract or order are passed on to this other party.

5 Process control

5.1 Where processes are called for in drawings, purchase orders or in the course of manufacture, the supplier shall submit a process specification for approval by Assystem UK Ltd.

5.2 Where proprietary processes are to be used, the agreement of Assystem UK Ltd. shall be sought.

5.3 The supplier shall ensure that all requirements of the current REACH regulations are complied with and shall inform Assystem UK Ltd at the earliest opportunity if there are any issues.

5.4 The supplier shall advise Assystem UK Ltd where there may be a physical change in the location of manufacture of a part, whether by the main (prime) supplier or sub-tier supplier. Such change may not be effected without the prior approval of Assystem UK Ltd.

6 Inspection status

6.1 The inspection status of all products to be supplied to Assystem UK Ltd. shall be identified at all times.

6.2 Where the inspection status of product is unknown, such product shall be quarantined pending establishment of status.

6.3 Inspection status shall be signified either by stamp and/or signature. Where stamps are used, these shall be formally traceable and shall identify the individual inspector.

6.4 The supplier shall maintain a register of issued stamps and/or a record of specimen signatures.

6.5 Where stamps are used the period of time when a stamp will be withdrawn from use before re-issue shall be specified in writing within the suppliers quality system.

7 Delivery

7.1 All products delivered in connection with the Assystem UK Ltd. contract or order shall be correctly identified and addressed by the supplier, as specified in the contract or order.

7.2 The supplier shall provide a signed, or signed and stamped, Certificate of Conformance for each delivery. This document shall carry a unique reference and identify the product being delivered. The Certificate of Conformance shall carry a declaration that the product supplied conforms to requirements of the contract or order, or includes deviations that have been accepted by Assystem UK Ltd.

7.3 Where product is delivered to premises other than that of Assystem UK Ltd. a copy of all delivery documentation, including the Certificate of Conformity, shall be sent to Assystem UK Ltd. immediately the product has been despatched.

7.4 Where product is delivered to the main supplier direct from another supplier for Assystem UK Ltd., the main supplier shall undertake inspection of the product as with Assystem UK Ltd. Copies of all delivered documentation and any inspection record of the suppliers shall be delivered as soon as possible to Assystem UK Ltd.

8 Statistical Techniques

8.1 Statistical inspection sampling techniques i.e. less than 100% inspection, shall only be used with the prior agreement of Assystem UK Ltd. and shall always be based on a recognised national standard e.g. BS 6001.

8.2 Once a sampling technique has been agreed it shall not be altered without Assystem UK Ltd. agreement, and shall only be applied to the product

9 Non-conformances

9.1 The supplier shall establish, document, and maintain an effective system for the controlling of non-conforming product, including procedures for its identification, quarantine, segregation and acceptance, rework or disposal.

9.2 Where the supplier wishes to apply for a Concession on non-conforming product this shall be applied for in writing at the earliest possible opportunity.

9.3 The responsibility for the review, authorisation, and disposition of a concession shall lie with Assystem UK Ltd. unless specifically delegated in writing to the supplier.

9.4 In the event that Assystem UK Ltd. accepts a concession, the signing of this concession shall not prejudice Assystem UK Ltd. rights and remedies.

9.5 The supplier shall document what actions have been taken to prevent re-occurrence of non-conforming product.

9.6 Where instructions are given on the approved concession form, these shall be deemed to form part of the contract or order and shall be adhered to.

9.7 When conceded product is delivered, the Certificate of Conformity shall reference the concession number.

9.8 The supplier shall promptly notify Assystem UK Ltd. of any circumstance, whether related to materials, manufacture, processing methods or other factors which might make a product susceptible to premature failure or otherwise place the safe operation of that product, or any product it may be incorporated into, at risk or be hazardous to any Assystem UK Ltd. employee or third party.

10 Record Retention

10.1 Quality records applicable to product produced for Assystem UK Ltd. shall be retained for a minimum of seven years after delivery.

10.2 Before disposal of quality records the supplier shall seek the approval in writing of Assystem UK Ltd.

10.3 The supplier shall transfer all quality records held of products supplied to Assystem UK Ltd. either in the event that the supplier ceases trading or if requested to do so by Assystem UK Ltd.

11 Access

11.1 The supplier shall permit right of access into the supplier's premises by Assystem UK Ltd. personnel or Assystem UK Ltd. clients, customers or Regulatory Bodies where access is required by these parties to verify compliance with quality system procedures and conformance of product and services to the contract or order.

11.2 Assystem UK Ltd. shall undertake to ensure the confidentiality of any records, processes or other matters seen during such access visits.