

Work Instruction: BEP 14 W15 Purchase Order Requirements

1. SUMMARY

- 1.1. This work instruction defines the controls in place and required applicable to all purchase orders raised on suppliers.
- 1.2. This work instruction applies to all suppliers whose products and services directly impact on the product provided by BEL.

2. REVISION AND APPROVAL

This Works Instruction is released and approved as follows.

Rev.	Date	Nature of Changes	Approved By
1	19/9/19	First Issue	M.Stockley

3. WORK INSTRUCTION

When WI15 is referenced on Broadway Engineering Purchase Order, the following criteria applies:

General

You shall abide to our Terms and Conditions BEP 14 F5.

You shall provide with the goods, results obtained by you in the course of inspecting / testing listed against the requirements of the specification forming part of the order. Such results shall be certified by a senior member of your staff responsible for Quality Assurance / Inspection Certificates or Release Documents shall be provided with the relevant goods or materials and shall bear the complete order number. You shall not sub-contract any orders awarded by Broadway Engineering without written approval.

Release Documentation

Each delivery of material shall be supported by appropriate Certificates of Conformity by a senior member of your staff responsible for Quality Assurance / Inspection. Certificates of Conformity provided will include but not be limited to the following information:

- 1) The Broadway Engineering Purchase Order Number
- 2) Suppliers Delivery Note Number
- 3) Drawing / Issue numbers and / or Specification / Issue numbers.
- 4) Batch / Serial numbers
- 5) A Statement confirming the following:
 - a) *The goods have been inspected and tested to drawings / specifications quoted in the order*
 - b) *The goods conform in all respects to the requirements of the order*

The following shall also be applied where required:

- a TEST CERTIFICATE REQUIRED IF NOTED ON ORDER
- b DATA CARD REQUIRED IF NEW PART
- c COMPLETE & RETURN, IF ENCLOSED, FORM, BEF 17
- d WORK TO ENCLOSED DATA CARD IF NOTED ON ORDER

- e KEEP BATCHES SEPARATE
- f MAINTAIN IDENTIFICATION AS RECEIVED
- g RELEASE TO RR9000:SABRe REQUIREMENTS IF NOTED ON ORDER
- h RELEASE TO QD 4.6-40 REQUIREMENTS IF NOTED ON ORDER
- i IN PURSUANCE OF A DAH CONTRACT TO SQ.93 IF NOTED ON ORDER
- j COPY OF APPROVED METHOD OF MANUFACTURE OR FRONT SHEET OF APPROVED F.A.I.R. REQUIRED IF NOTED ON ORDER

Verification

The Goods supplied to this Purchase Order may be subject to verification by Broadway Engineering or the customer of Broadway Engineering at the Suppliers Works at the discretion of Broadway Engineering Ltd.

Please inform the Broadway Engineering Purchasing Department when goods are available for Inspection. Such Inspection shall not prejudice our right to reject items after delivery.

FAIR

F.A.I.R (First Article Inspection Report)

The organization's system shall provide a process for the inspection, verification and documentation of a representative item from the first production run of a new part, or following any subsequent change that invalidates the previous first article inspection results. The FAIR shall be in accordance with AS9102 requirements

GENERAL REQUIREMENTS ALWAYS APPLICABLE

- a) In the absence of specific requirements within the drawings or specifications, all delivered goods shall be adequately packaged to prevent damage and deterioration during shipment and storage.
- b) F.O.D. (Foreign Object Damage/Debris)
Suppliers shall ensure work is accomplished in a manner preventing foreign objects or material in deliverable items.
- c) When applicable, the supplier should clearly identify the date of expiry/shelf life and cure date.
- d) The supplier shall notify Broadway Engineering in the event of nonconforming product being identified and apply for Broadway Engineering approval via a formal concession request and submit same with product. If concession is refused, the products will need to be remade or processed at the suppliers cost.

- e) The supplier shall notify Broadway Engineering of any changes in product and/or process definition, product quantities, changes of manufacturing location and facility, and where required, obtain Broadway Engineering approval.
- f) If required, the supplier shall allow right of access to Broadway Engineering, and/or the its customers and regulatory authorities to all its facilities involved in the purchase order and to all applicable records.
- g) Sub-tier suppliers may not be used without the written approval of Broadway Engineering. Where the use of sub-tier suppliers is considered necessary, Broadway Engineering must be notified at the earliest opportunity and prior to commencement of any work. Full details of the nominated sub-tier supplier must be provided to Broadway Engineering so that an assessment can be made of their suitability.
- h) The supplier shall flow down to any sub-tier suppliers the applicable requirements in the Purchase Order including key characteristics where required.
- i) The Supplier shall apply Controls to any direct and sub-tier suppliers to ensure that the requirements of the Broadway Engineering purchase order and those detailed above are complied with. Controls shall also be put in place to ensure that product, services or processes provided by direct or sub-tier suppliers are verified and/or validated (where required) to ensure conformity to requirements prior to shipment to Broadway Engineering.
- j) The supplier shall notify Broadway Engineering of any changes to processes, products or services including changes to Direct or Sub-tier suppliers, or location of manufacture and obtain approval prior to these changes being carried out.
- k) The supplier shall plan, implement and control processes appropriate to the suppliers organisation and product or service provided, to prevent the use of counterfeit or suspect counterfeit parts. Suppliers shall ensure considerations (where appropriate) should be had with regard to
 - a. Training of appropriate persons in awareness and prevention of counterfeit parts
 - b. Application of a parts obsolescence monitoring program
 - c. Controls for acquiring externally provided product from original or authorised manufacturers, authorised distributors or other approved sources
 - d. Requirements for ensuring traceability of parts to original or authorised manufacturers
 - e. Verification and test methods or practices to detect counterfeit parts
 - f. Monitoring of counterfeit parts reporting from external sources
 - g. Quarantine and reporting of suspect or detected counterfeit parts immediate
 - h. The supplier shall inform Broadway Engineering (within 24 hrs) if counterfeit parts are discovered.
- l) The supplier shall ensure awareness of personnel within their organisation of
 - a. Their contribution to product conformity
 - b. Their contribution to product safety
 - c. The importance of ethical behaviour
- M) All referenced specifications to be to the latest issue unless stated otherwise.

N) RECORDS SHALL BE RETAINED FOR WORK RELATING TO OUR
PURCHASE
ORDER AND WILL BE MADE AVAILABLE FOR A PERIOD OF AT LEAST
11 YEARS
AND SHALL NOT BE DESTROYED WITHOUT THE CONSENT OF
BROADWAY ENG

Suppliers **MUST** adhere to the terms and conditions as indicated above and with
reference to our Company Purchase Order Form BEF.6.

Issued by.....
Purchasing Manager
Date... 14/08/2019