

### **1. Purpose:**

To define a policy for the use of Suppliers in the procurement of all goods and services to meet the specifications / requirements for items or services which form part of the company's deliverable product to its customers.

### **2. Definitions & References:**

Supplier Selection & Evaluation Form [PABLQF002]

### **3. Supplier Requirement Policy:**

PACE Aerospace Bearings Ltd aims to provide their customers with products and services which meet and exceed their requirements. We cannot meet these requirements without a commitment to quality and delivery from our suppliers. We will only select those suppliers who fully accept responsibility for the quality of products and services they supply and can demonstrate this through the quality systems they operate and in their quality and delivery performance. These performance measures are monitored by PACE.

The purpose of this standard is to set a minimum quality systems requirement that suppliers are expected to operate within, in order to prevent non-conformities in process or product and to provide evidence of control, with satisfactory levels of customer service.

### **4. Supplier Requirement:**

The supplier through an arranged visit shall provide the right of access to PACE to verify the suppliers premises that the purchased product / service conforms to PACE specified requirements.

The supplier shall have an organisation with defined responsibilities for personnel engaged in work affecting quality. There shall be a management quality representative with sufficient staff and resources to ensure that the requirements of this standard are maintained, regardless of other responsibilities. PACE MUST be notified of changes in company ownership, senior management and organisation structure or quality representative.

Suppliers will maintain a documented quality system that defines the processes and methods used. To ensure that the requirements of this standard are met and that the products and services supplied to PACE conform to the specified requirements. For this purpose a quality manual and appropriate associated instructions shall be prepared.

Suppliers will review every order from PACE to verify that they are capable of meeting the specifications and requirements. It is the supplier's responsibility to notify PACE of any concerns affecting the product and for ensuring these are resolved prior to delivery.

Any deviations from drawing, specification or requirements that is documented should be authorised by PACE with a written Concession or Production Permit. Any items received that has unauthorised deviations will be rejected as Non-Conforming Material and the supplier will be liable to rework, credit or replace.

### **5. Document Control:**

Suppliers will maintain a documented process to ensure that all documents are controlled. Authorised personnel shall approve documents and subsequent changes to them and be available at the point of use, with all obsolete documents removed from circulation. The control and issue of purchase orders, drawings and specifications issued by PACE shall be included in this process which shall ensure such documents are available to the organisation.

Suppliers will select subcontractors to meet PACE's quality requirements for the completion of purchased product or services. Subcontractor assessment shall be carried out by an appropriate combination of surveillance of their quality systems and evaluation of their capability from previous quality delivery records. Purchasing documents shall clearly describe the product or service required by reference to all the applicable drawings and / or associated data.

### **6. Inspection, Measuring and Test Equipment:**

All suppliers shall have sufficient and adequate Inspection, Measuring and Test Equipment to verify the conformity of the product to its drawing and / or specifications. The equipment shall be maintained and periodically calibrated, which are traceable to National Standards. A unique number / indication of its calibration status shall identify each piece of equipment. A record shall be maintained for each piece of equipment showing the equipment's identity number, frequency of calibration, method and acceptance criteria.

### **7. Control of Non-conforming Material:**

All suppliers will maintain a process for controlling non-conforming material and prevent inadvertent use. These shall include methods for identifying, segregating, evaluating, documenting and disposing of the product. Repaired and reworked product shall be re-inspected to confirm conformity with drawing and or specification requirements.

### **8. Product Preservation:**

Suppliers will maintain documented process to control the methods used for handling, storage, packaging and delivering the product to prevent damage. The product shall be packaged to preserve product quality to the point of receipt at PACE's premises. Hazardous product or product requiring special storage and product with limited shelf life, must be clearly marked on each container to indicate the restrictions or limitations of use. All dispersible containers within a delivery shall be marked with the product identification.

### **9. Record Retention:**

Suppliers shall maintain their records associated to the manufacturing of the product purchased for the minimum of 7 years unless stated at the time of ordering. All documents must comply to this requirement such as: Works Orders / Job Cards, Raw Material Certificates / Incoming Documents, Inspection Records and Product Validation Records.

### **10. Traceability:**

Suppliers shall provide a system to identify and trace product by batch from receipt to sale. All product must be traceable to the raw material and origin in the identification of the product or as a minimum through the shipping documents / Certificate of Conformity.