



## **Purchasing - Supplier Quality System Requirements for the purchase of Material and Subcontract Services**

### **Purpose**

This document has been established to provide the minimum system requirements to applicable suppliers listed on Cicorel Ltd's Approved Suppliers List (ASL).

### **Scope**

Applicable suppliers of material, specific component parts or special processes must have at least the minimum quality system requirements contained herein that must be met when performing against Cicorel Ltd purchase orders that contains a reference to this document.

### **Objective**

Cicorel Ltd is an ISO9001:2015 registered company and as such, has developed a systematic way of conducting its business. Part of this system requires us to pass down requirements as specified below that must be met by applicable suppliers when fulfilling Cicorel Ltd's purchase orders.

### **Minimum supplier requirements**

The following are the minimum requirements that applicable suppliers on Cicorel Ltd's ASL must have in a documented Quality System when this requirement is specified on Cicorel Ltd purchase orders.

- 1 Quality functions authorities and responsibilities shall be clearly defined.
- 2 A system must be maintained for the use and control of inspection stamps or other unique method for the identification of inspection status.
- 3 Adequate inspection instructions shall be maintained for inspection personnel.
- 4 Sampling inspection, when applicable, shall be performed in compliance with established and recognised standards such as the latest revisions of BS 6001 or equivalent.
- 5 Calibrated measuring devices, inspection gauges and test equipment must be available to inspection personnel who shall be competent for the inspection tasks they undertake.
- 6 Documented procedures must be in place and maintained that require periodic inspection and recalibration of all measuring and test equipment in accordance with the requirements of ISO-17025 or equivalent standard.
- 7 A documented system must be in place and maintained for the handling of non-conforming materials including the notification and recall of delivered non-conforming materials and removal of non-conforming materials from production/stock and taking corrective action in order to prevent repetitive discrepancies.

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- 8 Documented procedures must exist that require notifying Cicorel Ltd when changes to key elements of material, key processes or changes/modification to key product characteristics are made for products and/or services purchased by Cicorel Ltd.
- 9 Requirement 10 must also be flowed down to any sub-tier suppliers.
- 10 The quality function shall maintain procedures for communicating quality and/or specification requirements, when applicable, to sub-tier suppliers, including, when applicable, the use of Cicorel Ltd's (or Cicorel Ltd's customers) approved suppliers.
- 11 Quality records generated in support of Cicorel Ltd issued purchase order shall be maintained for a period of ten (10) years and be available for review by authorised Cicorel Ltd representatives, Cicorel Ltd customers, and/or regulatory agencies. These records shall include, but are not limited to, receiving, in-process, and final inspection records, Certificates of Conformance, raw material Mill Certifications, test results, documented non-conformances and corrective actions, and measuring and test equipment calibration documentation.
- 12 Positive traceability of parts by cross referencing raw material certification to all manufacturing, processing, reports and shipping documents from which items were manufactured is required where applicable.
- 13 Cicorel Ltd reserves the right to inspect all goods prior to shipment by the supplier, and in furtherance thereof, the supplier shall permit employees or representatives of Cicorel Ltd to have access to the suppliers' facilities, at all reasonable hours.
- 14 All goods shall nonetheless be received subject to inspection and approval by Cicorel Ltd after delivery and prior to payments and may be rejected if they are or become non-conforming.