



## **L&M Sub-Contract Quality Conditions**

**Document No. L&MSCQC0001**

**Issue: 14**

**Date: March 2020**

### **Introduction**

It is mandatory that the Supplier complies with the relevant clauses of the 'L&M Subcontract Quality Conditions' shown below. Any questions regarding these requirements should be addressed to the Quality department at Long & Marshall Ltd. (L&M) before commencing work. Any specification referenced or used in the furtherance of this order shall be to the latest issue unless otherwise stated.

**Note Clauses 1 to 11 incl. shall apply to all purchase orders placed by L&M**

### **1) Access to Premises & Technical Information**

With prior agreement, the Supplier shall allow authorised representatives of L&M, its customer, regulatory authorities and any nominated third-party access to areas of the suppliers' premises where any part of the work, under the order, is being performed, to conduct quality assurance and contract progression activity. Also, to examine any drawings, specifications or other documents, computer generated and maintained data or software programs used by the subcontractor in support of the contract. They shall be afforded the opportunity to verify conformance to the requirements of the order and the supplier shall make appropriate provision at no additional cost to L&M, such reasonable accommodation, facilities and assistance as required. Such accommodation shall be adequately furnished, lighted, heated and ventilated and shall include suitable communication equipment as requested.

### **2) Control of Free Issue Material**

All material used in pursuit of this order must be in strict accordance with the material specifications stated on the component drawing, process plan or in the L&M purchase order. Any deviation from these specifications can only be authorised by L&M. Where material is supplied by L&M for inclusion in, or the manufacture of products against this purchase order, it is the responsibility of the supplier to acknowledge its receipt and maintain it in a serviceable condition. It shall not be used, modified, tampered with or worked upon in any way other than that for which it was provided. The supplier must ensure the batch numbers of materials and parts are recorded and not lost or mixed. Surplus material must be returned to L&M upon completion of the order unless otherwise authorised by L&M.

### **3) Sub-Tier Suppliers**

L&M must be informed when the supplier intends to sub contract any part of this order and they reserve the right to prohibit the use of any sub-contractor at any stage of the order. When orders are placed on sub-tier suppliers, the applicable clauses of these Quality Conditions must be 'flowed down' to the sub-tier supplier.

### **4) Storage Packing and Delivery**

Components are to be packed in such a way as to prevent damage or deterioration in storage and transit. Delivery documentation must be securely attached. Packing requirements to be agreed with L&M and detailed in the MQP where required.

### **5) Tooling & Gauging**

All tooling, gauging & associated equipment funded, or supplied by L&M in aid of this contract, directly or indirectly, remain the property of L&M and must be returned on completion of the contract or when requested. No L&M funded tooling shall be used to undertake work, either partially or wholly, under any circumstances, on contracts placed by companies other than L&M without written permission.

### **6) Static Sensitive Devices**

Goods supplied against this order which are sensitive to electro static discharge, must be handled and packaged in accordance with BS EN 61340-5-1 'Protection of Electric Devices from Electrostatic Phenomena – General Requirements'.

### **7) RoHS Compliancy**

It is a requirement that all RoHS compliant items are clearly marked. Please ensure all incoming paperwork including packaging and quotations are clearly defined.



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### **8) Environmental Issues**

It is a requirement that the supplier provides relevant information on any environmental issues relating to the delivered products along with the delivery documentation.

### **9) Cadmium Plating**

The supplier must be aware of the relevant Legal & Health and Safety Standards in the handling of Cadmium or any product containing Cadmium. The use of Cadmium must be avoided in any product supplied against this order where the supplier has the design authority. All delivery paperwork from the supplier must be clearly marked accordingly where Cadmium is in use.

### **10) Production, Inspection & Non-Conforming Product**

Suppliers must ensure activities are performed by competent and where applicable qualified personnel. Suppliers contribution to conforming product is critical in L&M and its customer achieving On-Time delivery. Please inform the L&M buyer if delivery will not be achieved. Suppliers Quality and On-Time delivery will be monitored and will affect future business with L&M.

When design activities occur, the person/s involved should be made aware of their contribution to product safety during those activities. Any design and development performed by suppliers will be controlled by their own 3<sup>rd</sup> party certified Quality Management System.

To verify product characteristics, the inspection department will carry out sample inspection at stage and final inspection. The sampling plan will be based on ISO 2859.1 latest issue. All items will be at A.Q.L. 1.5% Inspection Level 2 unless otherwise specified by L&M.

Non-conforming product will not be accepted by L&M who reserves the right to reject such material & require the supplier to remove it at their expense.

Suppliers should be aware of and understand the importance of ethical behaviour in their provision of product/services to L&M. Suppliers must therefore notify L&M of any changes to the manufacturing process and/or manufacturing location when the order is accepted and prior to delivery to L&M. See Clause 16 below. Suppliers must notify the L&M Quality Department of any non-conforming product and obtain agreement that the product can be delivered for assessment/acceptance.

In such circumstances, requests for concession action may be made to L&M. Only when the request has been formally accepted and the supplier formally notified, may any deviating product be formally delivered. Note that if supplied product to L&M is identified as being SUSPECT counterfeit, L&M will retain possession of the product and payment will be withheld until the authenticity of the product can be established and proven by the supplier. If found to be counterfeit, payment will not be made, the product destroyed, and L&M will report the matter to Trading Standards.

### **11) Control of Records**

#### **A) Supplier Records**

The supplier shall retain Quality Control/Inspection records related to this purchase order for a period of 10 years min. from the completion of all work under the contract and shall make these records available on request. At the end of the retention period, the supplier shall seek confirmation from L&M that the records may be destroyed, or if required, delivered to L&M

In the event of the supplier ceasing to trade the records will be delivered to L&M. This retention period may be modified depending on the nature of the prime contract. The records shall be maintained in a readily retrievable state and shall be stored in such a manner as to avoid deterioration.

The traceability records that are to be maintained are to include those listed below as applicable:

- a) Material certification, both chemical and mechanical.
- b) Test Pieces & associated test reports.
- c) NDT data.
- d) Special process (Heat treatment, X Ray, Plating etc)
- e) Inspection results. (FAIR etc)



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### **B) L&M Supplied Records**

Any specification or standard cited on Purchase Orders or on Drawings supplied by L&M will be to the latest issue unless otherwise stated. Suppliers must indicate on their outgoing CofC to L&M the Issue of Specification or Standard used.

### **The following clauses are only applicable if indicated on the purchase order:**

#### **12) Purchasing**

Any sub tier purchase orders raised against this L&M order must flow down appropriate clauses as shown on the body of the L&M order.

a) This order is in aid of a UK Ministry of Defence (MoD) contract, all requirements of this contract may be subject to GQA. You will be notified of any GQA activity to be performed

The requirements of AQAP 2120 or AQAP 2130 as appropriate shall apply.

This clause must be applied to any further subcontracting placed in relation to this order."

b) All materials, parts and processes purchased in support of this order must be placed on companies with ISO 9001 / AS9100 registration and be supplied with all relevant Certificates of Conformity and raw material certificates giving full traceability back to the source.

(c) All raw material supplied against this order must be supplied with the stockists' C of C and copies of mill certificates which provide traceability back to source.

(d) All raw materials supplied against this order must be supplied with the stockists' C of C confirming the specification of the material supplied and its batch no.

(e) All sundry items supplied against this order must be supplied with the stockists' C of C confirming the specification of the item supplied and its batch no.

(f) REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Legislation.)

(1) Compliance with REACH requirements

(2) Notification of Non-Compliance issues

(3) Will replace MSDS regulations.

#### **13) Manufacturing Quality Plan' (MQP)**

An MQP will be required for this component.

It will be developed by the sub-contractor in conjunction with the requirements of an L&M representative.

Deliveries may not be made before an MQP is approved.

#### **14) Key Features Inspection Plan**

An Inspection Plan will consist of a set of agreed key features that will be inspected by the supplier prior to release at an agreed sample level or frequency. It may consist of a full end of production inspection or a selection of features supplemented by in process inspection results where appropriate. For more complex items an outline of the production route will be included together with any special requirements or conditions. As far as is possible, the suppliers' own documentation shall be used.

The plan will be submitted to L&M and approved prior to production. It will be provided as part of the release documentation.

#### **15) Initial Sample Inspection Report (ISIR)**

An ISIR is required prior to production for all deliverable products whether it is a discreet batch or serial production. A copy of the material certification is to be included. The ISIR is to be repeated where production of the item has not been carried out in the last 12 months or in the case of serial production every 12 months. An ISIR will also be carried out where:

- Changes are made to a specification defined within the drawing or other data necessary to manufacture.
- In the event of important changes to the manufacturing process



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All characteristics are to be listed individually with nominal and actual values. Unless otherwise instructed in the order or by the Quality Manager, 5 samples are to be checked. The ISIR and the corresponding components must be available for approval by L&M before series delivery.

Approval can only be given by the Quality Assurance Department.

Where radiographic inspection is required, the X-ray plates must be supplied with the delivery.

Where X-ray plates pertaining to the delivery have previously been supplied, the delivery document reference will be clearly indicated on the Certificate of Conformity.

### 16) First Article Inspection Report (FAIR)

All drawing characteristics applicable are to be individually listed with nominal and actual values. Unless otherwise stated in the purchase order, a randomly selected sample is to be checked.

First article inspection will be conducted where identified in the purchase order; in the event of changes to the specification laid down or important changes to the manufacturing process; a change of supplier; a significant break in production [+2 year] and as otherwise directed by L&M. AS9102 reports are the preferred format.

### 17) Delivery Documentation

All deliveries made to L&M must be accompanied by a C of C. certifying that the product or service, has in all respects been manufactured, inspected and tested in accordance with the order requirements, or as detailed in authorised production permits or concessions granted against that purchase order and which shall be listed on the C of C. The L&M Purchase Order number shall be shown on the C of C. The C of C will reference all supporting documentation, e.g. material, test certificates, process certification, release documentation from sub-contractors, or any special functioning or test requirements called for within the purchase order as appropriate. Any Cure dates and/or Shelf Life restrictions shall be quoted on the C of C. When requested, the originals of supporting C of Cs will be supplied to L&M with the goods.

Where L&M have supplied material, the C of C number must be quoted.

The Certificate of Conformity shall confirm that inspection and release has been subject to control by your own, or third-party inspection organisation, which complies with the requirements of your approval, as defined below:

- (a) Release in accordance with your ISO 9001 certification.
- (b) Release in accordance with your AS9100 certification.
- (c) Release in accordance with your AS9100 certification under your NADCAP accreditation.
- (d) Release in accordance with your Quality Management System approved by L&M.

### 18) Acceptance at Suppliers

Delivery of the goods will only be made once an L&M representative has approved the delivery at the suppliers' premises.

### 19) MOD Tooling & Gauging

All tooling gauging & associated equipment supplied or funded by L&M in aid of this contract is the property of the MOD and must be recorded in your DefCon 23 register.

### 20) Special Process Inspection Reports

Inspection Reports as per the relevant specification will be required for Chemical Treatments, Heat Treatments etc.

*Philip le Clercq*

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Quality Manager