

## WI 002

### Approved Supplier Requirements


#### Work Instruction

#### 1.0 Purpose

- 1.1 The purpose of this document is to ensure that when any part(s) or service(s) are purchased by A&M EDM Ltd that the controls are undertaken by both A&M EDM Ltd & the Approved Supplier ensuring that they're controlled in such a manner that consistent quality of product is maintained.

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### **3.0 Definitions**

- 3.1 In this document “the Company” or “Buyer” means A&M EDM Ltd or a representative of them. “Supplier” means the person(s)/company providing the goods or services.
- 3.2 Nothing in the terms of these Conditions shall make or be construed as creating the Supplier the agent of the Buyer.

### **4.0 Approved Supplier Evaluation**

- 4.1 Key Approved Suppliers shall be subject to evaluation by performance on an annual basis.

### **5.0 Approved Supplier Performance**

- 5.1 Should the Approved Supplier’s performance not meet the requirements of A&M EDM Ltd, then they may ask for an improvement plan & monitor the Approved Supplier’s performance against that plan. Should no improvement take place, or the rate of improvement be unacceptable to the Buyer, then A&M EDM Ltd may suspend or remove the Supplier from the Approved Suppliers List and/or cancel existing orders.

### **6.0 Acceptance of Order**

- 6.1 To be valid & recognized by the Company, all orders must be written on the Company’s official order form, bearing an order number and signed by an authorized signatory of the company. The company reserves the right to refuse payment for any goods/services not ordered on an official order.

### **7.0 Confidentiality**

- 7.1 The terms of all orders of the Buyer or information supplied by the Buyer to support the order, are strictly confidential.

### **8.0 Quality Requirements**

- 8.1 **General**  
Without prejudice to the Buyers rights of inspection, all good(s) or service(s) carried out against any order must, unless otherwise previously agreed in writing, be strictly to the quality required by & in complete accordance with Quality Control, engineering specifications, drawings or any other data officially supplied, all goods must be new & in good condition when delivered.

- 8.2 Change in Product(s) or Service(s)**  
The Approved Supplier is required to notify A&M EDM Ltd of any changes in the product(s) or service(s) prior to the application of any such changes to the product(s) or service(s).
- 8.3 Nonconforming Product**  
The Approved Supplier is required to notify the Buyer of any nonconforming product as soon as they are aware of such a condition & prior to its dispatch. Any arrangements for approval of such non-conformance shall be given in writing prior to the release of the goods.
- 8.4 Retention of Records**  
All Quality records/documentation relating to work undertaken on A&M EDM Ltd products shall be retained by the Approved Supplier, in an environment which shall protect against deterioration & shall only be disposed of with written permission from A&M EDM Ltd.
- 8.5 Rights of Access**  
As part of the contract conditions the Company, its Customer or any authorized regulatory body shall be afforded the right of access to the Approved Supplier's premises to inspect any of the Company's work being undertaken. Also, the Buyer reserves the right to inspect the goods prior to dispatch from the Approved Supplier's premises, but such inspection shall not be construed in any way as acceptance of goods.  
Any goods or services carried out that fails to pass such an inspection will be liable to rejection at the Approved Supplier's risk & must be replaced by the Approved Supplier forthwith or as may be otherwise agreed without further change.
- 8.6 Acceptance or Rejection**  
All goods will be subject to inspection & acceptance by the buyer within a reasonable time after receipt at the designated destination (8.4.2 Verification activities of externally provided processes, products & services, shall be performed according to the risk level identified by the buyer. These shall include inspection & testing as applicable where there is a high risk of nonconformities including counterfeit parts).
- 8.7 Awareness of Personnel**  
All personnel should be aware of their personal contribution to the product(s) and /or service(s) that they are providing to A&M, ensuring conformity to requirements & product safety, as well as the need for ethical behaviour.

## 9.0 Delivery

- 9.1 The goods must be suitably preserved and packed by the Approved Supplier. Unless specified to the contrary at the time of quotation, any packaging, boxing & crating shall be non-chargeable & non-returnable.
- 9.2 A Delivery/Advice Note must be sent with the goods, the note shall clearly state the official order number.
- 9.3 The contract must be carried out in the time stated on the Purchase Order. If delivery of good(s) or service(s) is delayed by any circumstances of a force majeure nature, a reasonable extension of time may at the Buyer's option be granted provided that written notification of such delay is given immediately it arises. The Buyer, however, reserves the right to cancel an order, either in its entirety or in part without liability if delivery is not affected, or if the work is not completed within the time stated or within any agreed extension thereof.
- 9.4 Unless instructed to the contrary by the Buyer, the Approved Supplier shall deliver the goods to the place of destination specified on the order, at the Approved supplier's risk.

## 10.0 FOD Prevention

- 10.1 The Approved Supplier shall ensure that the work is accomplished in a manner that prevents foreign objects, debris or other material entering & remaining in the delivered items. The ingress of such foreign objects could potentially degrade an / or cause damage to the product or the products performance.

## 11.0 Counterfeit Goods

- 11.1 The Approved Supplier warrants that only new, authentic, genuine, legitimate & unused goods shall be supplied to the buyer.
- 11.2 The Approved Supplier shall maintain a method of traceability that ensures the tracking of the supply chain back the manufacturer of all goods used as part of the completion of the contract.
- 11.3 If counterfeit or suspected counterfeit goods are supplied under fulfilment of the purchase order, the supplier shall replace such goods with goods that are acceptable to the buyer at the Approved Suppliers own cost.

## **12.0 Approved Supplier's Warranty**

- 12.1 The Approved Supplier warrants that all goods supplied & work done under the order are fit & sufficient for the purpose for which they are intended to be used; that they are of merchantable quality & free from defects whether patent or latent, in both material and workmanship. The benefit of this warranty together with any other warranty made by the Approved Supplier or on his behalf or as implied by law shall pass to the Buyer, its successors, assigns and/or to the persons to whom the materials or goods incorporating the same may pass or be resold.

## **13.0 Approved Supplier's General Indemnity**

- 13.1 The Buyer shall not be held responsible or liable for any loss, damage or expense resulting from the Supplier's execution of the contract with the Buyer and the Supplier shall indemnify and keep the Buyer indemnified against any loss, damage, expense, or injury to any property or persons in consequence of any defect in design (not originating with the Buyer), work or material or from any negligence of the Supplier, its servants or agents. If the Buyer shall become subject to any such claim, the Supplier will render all reasonable assistance as required by the Buyer to settle or defend any such claim or proceeding or arbitration arising therefrom.

## **14.0 Health & Safety**

- 14.1 All goods supplied must conform with Health & Safety at Work Acts, and any relevant COSHH data sheets shall be supplied.

## **15.0 In Cases of Bankruptcy**

- 15.1 If the Approved Supplier should have a Receiver or Liquidator appointed then the Buyer shall have the right to terminate the order and/or to enter upon the Approved Supplier's premises & to remove all such goods, partly completed goods & materials, in which title has passed to the Buyer. Where goods are unfinished or not manufactured the Buyer may employ others to complete the goods & the Approved Supplier shall not be entitled to payment against the order for any work carried out until such goods are completed.

## **16.0 Saving of Rights**

- 16.1 Failure by the Buyer to enforce any of these Conditions shall not be construed as a waiver of any of the Buyer's rights.

## **17.0 English Law Applies**

- 17.1 The contract shall be construed and operate in accordance with the laws of England.

**Record of Document Revisions**

<b>Issue Level</b>	<b>Date</b>	<b>Revision Details</b>
<b>01</b>	<b>Dec'08</b>	<b>New Document</b>
<b>02</b>	<b>May,10</b>	<b>SHC Ltd Added</b>
<b>03</b>	<b>Feb'12</b>	<b>SHC Ltd removed</b>
<b>04</b>	<b>Nov'17</b>	<b>Clause 8.6 and Sections 10 &amp; 11 added remaining sections renumbered</b>
<b>05</b>	<b>May'18</b>	<b>Clause 8.7 added</b>
<b>06</b>	<b>Feb'21</b>	<b>Supplier evaluation requirements amended, Record of Document Revisions re-located</b>
<b>07</b>	<b>Oct'22</b>	<b>Document owner changed from K.Powell to Lee Brookes.</b>