



Quality Assurance Conditions of Purchase

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Section 1 - Introduction

1.0 Purpose & Scope. The purpose of this document is to provide information and guidance to Righton Blackburns' Approved Suppliers in order to assist them in meeting purchase order requirements with regards to packaging, handling, safety, delivery, and overall quality assurance of goods and services supplied to Righton & Blackburns Ltd. Note: These requirements are also applicable in relation to the supply of goods and services to Righton Aerospace and Defence.

1.1 Supplier Responsibilities. It is the responsibility of the primary supplier to ensure that all relevant requirements contained herein are reviewed, followed and understood by all persons and organisations in the supply chain who are engaged in activities in support of Righton Blackburns purchase orders. Acceptance of a Righton Blackburns purchase order will constitute agreement to the conditions stated herein, unless otherwise specifically agreed with the purchasing authority and formally documented at the purchase ordering stage. Records of any such agreements are to be maintained by both parties – (also see Section 17).

1.1.1 It will be the primary supplier's responsibility for notifying Righton Blackburns regarding any changes in product and/or process, changes of sub-suppliers, or changes of manufacturing facility location – (also see Section 14).

1.1.2 Suppliers are responsible for ensuring that they are in possession of the latest revision of these conditions.

1.2 Ethical Behaviour. Righton Blackburns requires all suppliers to operate in an ethical manner. This includes, but is not limited to:-

- ensuring that no slavery and human trafficking have been involved in the supply of materials and services
- ensure that no bribery or corruption have been involved in the supply of materials and services.

1.2.1 It will be the prime supplier's responsibility to have policies in place relating to ethical behaviour, as relevant to their business, and to effectively flow down business ethical requirements through the supply chain via an appropriate means, e.g. Ethical Policy, Modern Slavery and Human Trafficking Policy, Environmental Policy, Whistleblowing Policy, etc. Suppliers are required to make these policies available to Righton Blackburns where requested.

1.3 Right of Access. In accepting a Righton Blackburns purchase order the Supplier provides authorisation to allow right of access to Righton Blackburns representatives, and/or our customer's representatives, and/or regulatory authorities to perform an examination of the supplier's Quality Management System to determine whether quality activities and related results comply with the supplier's quality procedures, and to ensure that specified requirements are being met.

1.4 Management System Requirements. All material and services are to be supplied in accordance with the requirements of ISO 9001:2015, unless expressly stated in contract documentation. Where a supplier or sub-supplier to Righton Blackburns does not hold third party approval to ISO 9001:2015, or the material and services supplied are outside of the supplier's scope of approval, it will be expected that the supplier is aware of the requirements of ISO 9001:2015, and that these requirements will be applied to the provision of materials and services to Righton Blackburns.

1.4.1 In addition to the requirements of ISO 9001:2015, for supply of material to Righton Blackburns Aerospace & Defence, the requirements of AS 9100, AS 9120 and AQAP 2110 are applicable, unless otherwise agreed within the contract documents. Further, suppliers are required to provide access to audit results on the International Aerospace Quality Group (IAQG) Online Aerospace Supplier Information System (OASIS) database upon request - <https://www.iaqg.org/oasis/>

1.4.2 Righton Blackburns supports the requirements of ISO 14001 and ISO 45001 in relation to the management of environmental impacts and occupational health and safety. Righton Blackburns may use suppliers who hold recognised third party quality, environmental, and/or occupation health and safety approvals as preferred suppliers, and in some cases may be contractually obligated to use suppliers who hold certain approvals.

1.4.3 Suppliers are required to inform Righton Blackburns Compliance Dept of any significant changes in relation to their management system e.g. loss of approval, changes of senior management, loss of key personnel, change of address, change of ownership, etc.

Section 2 – Supplier Selection, Monitoring & Evaluation

2.0 Supplier Selection. RB's purchasing strategy is to select suppliers who are able to satisfy customer contract requirements or a stock demand for materials or services, and who have the credentials to provide confidence in their ability to consistently meet our specific requirements. This includes all applicable quality system and any specific quality assurance and material certification requirements, as appropriate.

2.1 Top suppliers (based on value) are required to complete a Risk-based Supplier Assessment Questionnaire. The information returned along with historical supply performance data is assessed to determine each supplier's initial suitability according to the commodity group of materials required. Assessment is carried out by the Compliance Manager, taking into account any perceived areas of risk that each supplier represents based on the information gathered. The above described process will be repeated at defined intervals.

2.2 Supplier Monitoring & Evaluation. As part of our ongoing commitment to our customers and other stakeholders, and in keeping with our continuous improvement drive, the performance of key Righton Blackburns suppliers will be monitored and reported on a quarterly basis. Information relating to quality, cost, and delivery will be used as follows to assess level of supplier performance:-

Category	Monitoring criteria
Quality	Purchase order lines delivered without issue during period
Cost	Total cost of goods measured against value of customer credit notes raised during period
Delivery	On-Time delivery

2.2.1 Where reported performance falls below expected levels, suppliers will be advised and will be required to investigate to determine underlying causes of shortfalls and requested to forward corrective action plans to Righton Blackburns within a specified timeframe.

2.2.2 RB reserves the right to visit any supplier in order to perform an examination of the supplier's Quality Management System to determine the implementation of corrective and preventive actions and to assess whether quality activities and related results are able to comply with specified requirements on-going.

2.2.3 Failure of a supplier to take appropriate and effective corrective action where requested may lead to preventing further purchase orders being raised until satisfactorily resolved, ultimately leading to removal from our supplier database.

Section 3 – Delivery Addresses

3.1 All deliveries must be advised in advance (**minimum 48 hours notice required**) to goods inwards personnel at the locations shown below. *Please ensure that the following information is available at a minimum:-*

- Suppliers Name
- Righton Blackburns Order Number
- Quantity, weight / number & type of packages
- Estimated delivery time

Location Addresses:

RB Centre

Building 38 Second Avenue,
The Pensnett Estate,
Kingswinford,
West Midlands.
DY6 7UN

Birmingham Service Centre

Building 31, Second Avenue,
The Pensnett Estate,
Kingswinford,
West Midlands.
DY6 7UE

Bristol Service Centre

St. Andrews Trading Estate,
Third Way,
Avonmouth,
Bristol.
BS11 9YE

Leeds Service Centre

Unit 5, Adwalton Moor Business Park,
Drighlington,
West Yorkshire.
BD11 2PT

Gateshead Service Centre

Unit 16c, Follingsby Park,
Gateshead,
Tyne & Wear.
NE10 8YG

Plymouth Service Centre

Longacre,
Saltash Parkway Industrial Estate,
Saltash,
Cornwall.
PL12 6LZ

Glasgow Service Centre

64 Fullarton Drive,
Cambuslang,
Glasgow.
G32 8FA

Portsmouth Service Centre

Unit 1, IO Centre,
Stephenson Road,
Fareham,
Hampshire.
PO15 5RU

Manchester Service Centre

6A Yew Tree Way,
Stonecross Park,
Golborne,
Warrington.
WA3 3JD

Bedford Service Centre

Unit 4-5 Fisherwood Road,
Wilstead,
Bedford.
MK45 3RG

Norwich Service Centre

Unit C, The Frenbury Estate,
Hellesdon Park Road,
Norwich,
Norfolk.
NR6 5DP

Section 4 – Packaging Code of Practice

- i. As part of its ongoing commitment to the development of its business ethical and sustainability policies, Righton Blackburns promotes and supports the practice of “responsible packaging” in the supply chain in accordance with the incpen [Code of Practice](#) for optimising and minimising waste. With the main areas of packaging used on Righton Blackburns stock materials being paper, cardboard and wood, the Company’s preference is that the supply chain only uses FSC (Forest Stewardship Council) certified timber products for use as packaging on materials that are supplied to Righton Blackburns.
- ii. All materials purchased must be packed in such a way so as to avoid potential damage and deterioration through movement.
- iii. Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Identification)

Section 5 – Packing Requirements for Materials

Sheet and Plate Items

5.1 All sheet and plate orders must be packed in such a way so as to avoid potential damage and deterioration through movement. Unless otherwise agreed all sheet and plate materials are to be packed in wooden cases or on pallets, as appropriate. The pallets/cases used must be of rigid construction using cross-bearers to a minimum depth of 3" (76.2mm) to allow for ease of offload, handling and storage. Protection must incorporate tissue interleaving where specified on the purchase order.

5.1.1 Packages must not exceed a height of 18” (457mm).

5.1.2 The sheet/plate count, gross and nett weight (in kilos) must be shown on all packages as a minimum.

5.1.3 Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Identification).

5.1.4 Maximum Nett Kilo Weight of all packages is as follows:-

Material up to and including 4mtr x 2mtr		Kg up to & incl. 3mm thick	Kg over 3mm thick
Aluminium Sheet		1200kgs	1200kgs
Aluminium Plate		-	1600kgs
Copper and Copper Alloy Sheet/Plate		1200kgs	1200kgs
Steel & Stainless Steel Sheet/Plate		1200kgs	1500kgs
Plastic Sheet		1200kgs	1200kgs
Composite Sheet (ACM)		1200kgs	1200kgs
Material over 4mtr x 2mtr		Kg up to & incl. 3mm thick	Kg over 3mm thick
Aluminium Sheet/Plate		1200kgs	1600kgs
Copper and Copper Alloy Sheet/Plate		1200kgs	1600kgs
Steel & Stainless Steel Sheet/Plate		1200kgs	1600kgs
Plastic Sheet		1200kgs	1000kgs
Walsall			

NOTE: Any deviation to the above must be agreed in advance with the Righton Blackburns purchasing authority, having obtained prior agreement from our warehouse supervisory staff.

Rod/Bar, Strip, Wire, Coil and Tube and Pipe

5.2 All rod, strip, wire, coil and tube orders must be packed in such a way so as to avoid potential damage and deterioration through movement. Thin materials such as strip, wire and small diameter bar in straight lengths must be packed in wooden boxes or strapped to wooden battens, as appropriate, for protection. The packaging materials used must be of rigid construction to allow for ease of offload, handling and storage.

5.2.1 Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Product Identification).

5.2.2 Maximum Nett Kilo Weight and Package dimensions of all items/packages are to be as follows:-

Material	Maximum Packaging Dimensions (Height x Width)	Max Weight
Dia, Square and Hex Rod (Under 6" 150mm)	11"x12"(279mm x 300mm) length as per order	500kg
Dia, Square and Hex (6" – 9" 152mm-230mm)	11"High x 18"wide (279mm x 458mm) length as per order	500kg
Dia, Square and Hex (over 9" 230mm)	Single Bars only. Strapped to blocks 3 metre length (unless otherwise specified on order)	750kg
Flat Bar / Angle / Tee Section, and Non-Standard Extrusions	11"x15" (279mm x 381mm) length as per order	500kg
Stainless Steel Tube, Pipe & Box Section	15" x 15" (381mm x 381mm) length as per order	-
Galvanised Steel Tubes	15" x 15" (381mm x 381mm) length as per order (7500mm max)	1200kgs
Aluminium and Copper Alloy Tube	11"x15"(279mm x 381mm) length as per order	500kg

5.2.3 Note for THE METAL CENTRE. All long products (rod, bar, tube, rectangular materials) are to be individually packaged (as outlined in the above table) and then loaded into specific stillages for onward delivery to Righton Blackburns Service Centres. Within each stillage, all items, casts, batches must be segregated and identified (also see identification). The total weight of the stillage must not exceed 1600kg (gross). Material loaded into stillages must be arranged in such a way to ensure preservation of product.

NOTE: Any deviation to the above must be agreed in advance with the Righton Blackburns purchasing authority, having obtained prior agreement from our warehouse supervisory staff.

Other Items

5.3 Due to the nature of the business, Righton Blackburns often purchases materials of a type which falls outside of our general stock range. In these instances the following will be applicable:-

▪ **Sheet Materials:-**

Packaged as per above instructions (see Packing Requirements for Sheet and Plate Items), or if total weight is manageable for off lift by hand (under 30kg) then it will be acceptable for sheets to be packaged wrapped in cardboard, and delivered in such a way so as to minimise bowing of sheet.

▪ **Bar/Rod/Extrusions:-**

Where material is sturdy enough to hold its own weight then material may be delivered in small package with protection that will prevent damage to material as appropriate, otherwise material must be strapped to a wooden batten.

▪ **Pipe Fittings / Machined parts:-**

Packaged in cardboard box on a pallet or wooden box with struts to allow easy offloading by forklift truck.

Section 6 – Product Identification Requirements

6.1 Each bundle, box, case, pallet or other form of container purchased must be clearly labelled (or otherwise suitably marked) showing the following information at a minimum, as applicable:-

- Righton Blackburns's Purchase Order number
- Supplier's Order number or other suitable reference to delivery document
- Cast, Heat or other unique reference to provide traceability to certification
- Nett Quantity (in kilos)
- Description of goods

Section 7 - Certification

7.1 Where certification is required it will be requested at the point of order. Certification supplied must be legible and supplied with the delivery unless agreed otherwise with Righton Blackburns QA staff. Certification must meet the following criteria, as applicable:-

- All Certification must reference description of goods including material dimensions grade/specification - it is preferred that the same format is used as per our purchase order also with reference to our item number.
- All Certification must be supplied without alteration from the original, with the exception of application and completion of inspection stamps. Documentation must be available upon request to demonstrate an unbroken chain from manufacturer to Righton Blackburns.
- Mill Test Certificate 2.2 - must provide chemical analysis and physical properties and released according to EN10204 type 2.2.

- Mill Test Certificate 3.1 - must provide chemical analysis and physical properties and released according to EN10204 type 3.1. Chemical elements must be displayed as a definitive percentage and not as a range.
- Mill Test Certificate 3.2 - must provide chemical analysis and physical properties and released according to EN10204 type 3.2 a separate certificate is required for each of the third party authorities. Chemical elements must be displayed as a definitive percentage and not as a range.
- Heat Treatment Certificate - to show method of testing impact and must provide a clear link to the original Mill Test Certificate.
- NDE Certificate/Report (e.g. ultrasonic, surface flaw) - to be authorised by a qualified NDE Inspector to PCN or ASNT level and endorsed accordingly.
- Certificate of Conformity - must show the Righton Blackburns Purchase Order number, supplier's order number, and certificate/serial number. Certificates of Conformity are to be authorised against a statement which confirms that the purchase order requirements have been met.

Electronically supplied certificates are to satisfy the following requirements:-

- The Righton Blackburns purchase order (or other agreed reference) number must be referenced in the email title and/or body text.
- Supplied in PDF or TIFF file format. PDF is preferred.
- Where colour is an element of the certificate, such as, where third party (3.2 certificates) has "red" stamped the certificate. A colour scan is required.

Section 8 – Delivery Documentation

8.1 Delivery documentation must be sent with the goods and is to provide the following information at a minimum:-

- Name and address of supplier
- Righton Blackburns Ltd delivery address
- The Righton Blackburns Purchase Order number
- The supplier's Order number or delivery note Ref
- Description of goods including material grade/spec
- Cast/Heat or Batch ref, as applicable
- The number and type of package supplied
- Total Delivered Quantity *
- Gross and Nett weight of each package

Total Delivered Quantity * *Advised quantity must be in the same unit of measure as the purchase order, i.e. where unit of measure is weight then actual weights must be used. The use of theoretical weight will not be accepted unless specifically and otherwise agreed with the Righton Blackburns purchasing authority. In these exceptions, where actual quantity is discovered different to theoretical then an invoice adjustment or credit note will be required.*

8.2 Chain of Custody. Where specifically requested on the Righton Blackburns Purchase Order, 'Chain of Custody' documentation must be supplied with the goods. This documentation is required to be supplied in a format to clearly demonstrate all of the organisations/locations that have been involved in the supply of material, from manufacturer to the supply to Righton Blackburns, without any gaps. The chain of Custody is to be specific to the material supplied. The following documentation may be supplied as part of the chain of custody:-

- Manufacturers Inspection Report (see section 6)
- Purchase Orders (financial information may be redacted)
- Invoice (financial information may be redacted)
- Certificates of Conformity
- Delivery Notes
- Internal Transfer Documents (from site to site within an organisation)
- Batch cards / route cards / travellers /picking notes
- Letter/Certificate of change of address/business name

8.2.1 The chain of custody documentation supplied needs to demonstrate the transfer of the supplied material between one organisation/location to another. The full address of the sending and receiving site must be on the document. The supplied documents must be dated, and demonstrate when material transferred from one organisation to another.

8.2.2 Where requested, chain of custody documentation is to be supplied to Righton Blackburns' customer along with the Righton Blackburn Certificate of Conformity. Therefore, the expectation is for information to be supplied with personal information redacted, where appropriate, so that permission would not need to be sought to supply this on through the supply chain.

Section 9 – Safe Delivery Planning

9.1 'Safe delivery' means proper control of the risks to the health and safety of persons whose safety might be put at risk by the delivery process. Sufficient planning for a safe delivery should therefore take place to ensure that materials can be safely unloaded on site, as well as for the identification of the practical precautions necessary during the un/loading procedure. In this regard, and in fulfilling its duty of care and responsibility, Righton Blackburns has set out a series of site rules for suppliers to observe when planning and completing their deliveries to any of the Righton Blackburns Service Centres.

9.2 These site rules set out the required safety arrangements, layouts for each site, and systems of work to be observed in order to ensure that a safe delivery can be completed. In this regard, suppliers are required to download and review the relevant site rules instructions (main link below), and use the information to adequately plan their delivery to site.

NOTE: Where the supplier is not the haulier, it shall still have the responsibility for ensuring that the information is flowed down to the relevant delivery agent who are undertaking delivery to site on its behalf.

Please visit our SAFE DELIVERY PLAN page on our website via the main link below, where further links are provided to download our Service Centre's individual Safe Delivery Plans / Site Rules (in PDF format):-

<http://Righton Blackburns.co.uk/Suppliers/SafeDeliveryPlan.aspx>
(link to be confirmed)

Section 10 – Unloading of Goods

10.1 Materials requiring mechanical equipment for unloading will be completed by fork lift trucks. Would suppliers and freight forwarders please ensure that the vehicles selected for delivering goods to Righton Blackburns are suitable according to our method of unloading, and that loads can be can be accessed from the sides of vehicles. Please note: None of the Righton Blackburns locations has any overhead cranes. Righton Blackburns does not have facilities for unloading containers.

Section 11 – Health and Safety

- Drivers must observe site rules at all times.
- Hi-Visibility jackets must be worn at all times whilst on the premises.
- Drivers must observe a max 10 mph speed limit while on the premises.
- Do not reverse the vehicle on our premises unless under the supervision of our staff. Ensure that all hand signals are agreed and understood beforehand.
- Check load is safe for unloading.
- Do not bar-off goods.
- Drivers are strictly forbidden to offload their own vehicles.
- Drivers must not access the bed of their vehicles unless they are wearing a hard hat with a chin strap
- Drivers must keep a safe distance of at least 2m away from FLT's or the Load (whichever is nearer) during unloading operations.
- Drivers must adhere to the Company's No Smoking Policy.

[ALSO SEE SECTION 9 'SAFE DELIVERY PLANNING']

Section 12 – Product Safety Management

12.1 **Hazards.** Suppliers are required to supply Righton Blackburns Ltd with information concerning any known health and safety/environmental hazards (e.g. COSHH, RoHS, REACH) that is inherent in materials which may come to light during subsequent handling, use, installation or servicing.

12.2 **REACH.** Suppliers are required to be aware of their obligations under the European Union regulations concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH). Any relevant information is to be forwarded to Righton Blackburns on request.

12.3 **SVHC.** Suppliers are required to review the candidate list of substances of very high concern and advise the Righton Blackburns REACH contact of any materials that are supplied that may contain any of the listed substances. Suppliers are required to check status of list and address any additions / changes:-

http://echa.europa.eu/chem_data/candidate_list_table_en.asp

12.4 **Radio Active Stainless Steel.** Due to concerns of radiation contamination no materials should be supplied from the following Indian sources:-

- Vipras Casting
- Bunts
- Laxmi
- SMK Steels
- Pradeep Metals

12.5 **Conflict Minerals.** In 2010, the U.S. Dodd-Frank Act was passed concerning "Conflict Minerals" originating from the Democratic Republic of the Congo (DRC) or adjoining countries.

12.5.1 “Conflict Minerals” are generally considered as being the following chemical elements mined within the DRC or adjoining countries.

- Tantalum (Ta)
- Tin (Sn)
- Gold (Au)
- Tungsten (W)

12.5.2 No material may be supplied to Righton Blackburns manufactured from “Conflict Minerals”.

12.5.3 A declaration statement relating to “Conflict Minerals” status of any products supplied must be sent by email to Righton Blackburns Ltd Compliance Manager prior to supply g.davies@rblimited.co.uk

12.5.3.1 To assist the supply chain, a declaration spreadsheet has been created by the EICC and the GeSI. This is available via the website link given below. This spreadsheet may be downloaded and emailed to Righton Blackburns:-

<http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/>

12.6 **Nonconforming Product & CFSI Policy.** Where any supplier becomes aware that nonconforming material including counterfeit, suspect and/or unapproved parts, have been supplied, they are required to inform Righton Blackburns Ltd of this immediately. In any scenario as described above, the supplier is to seek approval from Righton Blackburns Ltd with regards to final disposition of nonconforming product.

12.6.1 It is the Policy of Righton Blackburns that effective procedures and processes are implemented in the key functional areas of purchasing, sales, and goods receiving, and that these controls are sufficiently robust to eliminate the risk of the supply of Counterfeit, Fraudulent and Suspect Items (CFSI) to our customers. These controls will be applied in observance of recognised published Standards, e.g. Defence Standard 05-135. Righton Blackburns expects all of its suppliers to have similar policies in place to mitigate against the risk of supply of CFSI. Righton Blackburns’s CFSI Policy:-

<https://www.rightonblackburns.co.uk/legal/cfsi-policy>

12.7 **Product Definition.** Suppliers are required to notify Righton Blackburns immediately of any changes in product definition.

12.8 **US International Traffic in Arms Regulations (ITAR).** Suppliers are required to notify the Righton Blackburns purchasing authority, if any goods, technology, software or technical assistance (as relevant) referenced on a Righton Blackburns purchase order are controlled under the US international Traffic in Arms Regulations (ITAR). If so, please provide the following information within 7 days of acceptance of the order: Description of material, Righton Blackburns part number, and US Munitions List Category.

12.8.1 If no response relating to ITAR is received from the supplier within 7 days of acceptance of any purchase order for goods, technology, software or technical assistance (as relevant), it will be deemed that ITAR does not apply.

Section 13 - Security

13.1 Suppliers should make their delivery drivers aware of the potential risks involved in relation to lorry theft, especially when delivery may involve an overnight stop.
Guidance:-

- Drivers should not Park outside of, or near to, Righton Blackburns premises overnight
- Drivers should seek to park at a secure Truck-Stop.

Information may be obtained from the relevant regions' Highways agency:-

- England – Highways Agency <http://www.highways.gov.uk/>
- Scotland – Traffic Scotland <http://www.trafficScotland.org/>

Section 14 – Subcontract Processing (Hire Work)

14.1 **Sub-sub-contract.** Where a supplier elects to subcontract any element of production and/or special process then this shall be formally documented and agreed beforehand with the appropriate Righton Blackburns purchasing authority – (also see 13.2 below).

14.2 **Control of Work Transfers.** Suppliers are required to notify the relevant Righton Blackburns purchasing authority in the event of any changes or deviations from the planned product realization route in relation to the supply or processing of materials against a Righton Blackburns purchase order/contract. Where this happens, the supplier must seek written agreement from the relevant Righton Blackburns purchasing authority before proceeding. *Example scenario, potential impact/risk, and recovery plan:-*

14.2.1 **Scenario:** Temporary or permanent transfer of work to an alternative location outside of the supplier's facilities.

14.2.2 **Potential Impact/Risk:** Late delivery, materials not manufactured or processed within scope of approval, materials not supplied in accordance with the agreed contract Quality Plan.

14.2.3 **Recovery options:** (a) Supplier defines the process to control and validate the quality of work as per the customer requirements and agrees this with Righton Blackburns.

(b) Alternative facility or process evaluated and approved by Righton Blackburns QA representatives and/or by third party.

(c) Written concession granted to deviate from the agreed process route.

14.3 **Shortages & Damage.** Subcontract processing companies must immediately advise Righton Blackburns of any shortages or damaged materials with regards to goods delivered to them by Righton Blackburns or Righton Blackburns suppliers.

14.4 Unsuitable Materials. Subcontract processing companies must inform Righton Blackburns if goods are unsuitable for processing. In this regard, please advise the appropriate Righton Blackburns purchasing authority as soon as this becomes apparent.

14.5 Identification, Traceability & Configuration Status. Subcontract processing companies must maintain identity and traceability of goods from original receipt to despatch (see Section 5, Product identification Requirements). Furthermore, all subsequent advice paperwork raised must correlate with the goods in terms of Cast/Batch references (see Section 6, Delivery Documentation).

Section 15 – Quality Plans

15.1 Where contractually agreed, Quality Plans may be required in order to support the manufacturing and supply of goods and services to Righton Blackburns. This will usually be driven by the requirements of Righton Blackburns customers in relation to the supply against high risk / high value contracts.

15.1.1 Quality Plans identify controls to be used against processes, standards and specifications involved, and the levels of inspection and authorities employed at each stage. These stages are formulated in a logical step by step sequence of operations, such to allow for

- ease of operations
- the minimisation of contract related risks
- and to provide an effective checklist for monitoring quality

15.2 Where the supply of supplier Quality Plans are required it will be stated on the relevant Righton Blackburns purchasing document or supporting information.

15.3 Quality Plans are to be established in accordance with AQAP 2105 'NATO Requirements for Deliverable Quality Plans'.

15.4 Quality Plans are to be submitted in draft form within 28 working days from purchase order placement to the Righton Blackburns Quality Department for review and approval.

Note: AQAP 2105 standard is available for download from the NATO Standardization Office website: <http://nso.nato.int/nso/>

Section 16 – Defence Contracts

16.1 **Product Verification Release.** Where an order is in aid of a Ministry of Defence contract then Righton Blackburns QA representatives and/or our customer's representatives will be afforded the right to verify product at the supplier's premises for the purpose of confirming that specified requirements have been met. In this regard, verification arrangements and method of product release will be shown on the applicable purchase order or supporting document. Verification will not absolve the supplier from providing acceptable product, nor will it preclude subsequent rejection.

16.2 **Submarine 'First Level' / Safety Critical Materials.** Righton Blackburns purchase orders relating to the procurement of raw materials intended for subsequent use within a 'First Level' submarine system will be highlighted as follows: **'This item is for a MoD contract. First Level requirements are applicable'**. Where this statement appears on Righton Blackburns' purchase order documents it requires manufacture and supply of raw materials in accordance with the requirements of MoD publication SSP 25 Quality Assurance for Safety in Submarines (Issue 3). This standard may be obtained via a written request to the Prime / Main defence contractor – (contact Righton Blackburns Compliance Manager for clarification or assistance, where required).

16.3 **Concession Requests.** Requests for concessions to accept nonconforming materials are to be processed in accordance with DEF STAN 05-61: PART 1 – Quality Assurance Procedural Requirements: Concessions. This standard is available from the UK Defence Standard website: <https://www.dstan.mod.uk/index.html>

Section 17 – Control of Records

17.1 Records created in support of the supply of materials or services against Righton Blackburns purchase orders are required to be retained for a minimum specified period as indicated in the table below.

Order type	Minimum Retention Period from the date of a Righton Blackburns P/O
Commercial	5 years
Aerospace	7 years
Defence Contract 'First Level'	25 years after the lifetime of vessel
Civil Nuclear	70 years

17.2 Records can be maintained in hard copy (preferred), or colour scanned (where applicable) to electronic format. Records shall remain legible, readily identifiable and retrievable.

Section 18 – Document Change History

Issue number and date	Summary of change	Document owner
01 September 2021	New Issue	GD
02 January 2023	Full review and reissue	GD