

## **BEL SUPPLIER QUALITY TERMS AND CONDITIONS**

Purchase orders contain the following footer which references the required purchasing and quality terms that BEL requires of its suppliers-

**Quality requirements are detailed at [www.bowyerengineering.co.uk/t](http://www.bowyerengineering.co.uk/t)**

### **Certificate of Conformity**

A signed Certificate of Conformity shall accompany each shipment and contain the following information:

Supplier Name, Purchase Order Number, Date, Part Number, Revision, Quantity, Special Processes, Authorised Signature, Title and Statement Certifying Product Compliance and Traceability.

### **Quality System**

The supplier shall maintain an effective Quality Management System that provides a means of ensuring that products conform to specified requirements.

### **Right of Access**

Right of access to BEL's authorised representatives, their Customer and Regulatory Authorities shall be afforded to all facilities involved in the order and to all applicable records and for verification of parts and materials at the Supplier's premises.

### **Control of Quality Records**

Records related to the manufacture and/or process operations, including Inspection, Test and traceability are to be retained by the Supplier and made available on request for verification by BEL, our Customers and Regulatory Authorities.

Retention Period for orders referencing RR SABRE and FRL/QAM shall be for the lifetime of the component.

Otherwise the period of retention shall be for a minimum of three years.

### **Non-Conforming Product**

The Supplier shall obtain approval from BEL prior to the supply of any Non-Conforming product. The Supplier shall notify BEL of any Non-Conforming material or products discovered after delivery so that appropriate Corrective Action can be taken.

Copies of all records relating to the non-conformance shall be sent to BEL.

### **Control of Special Processes**

The Supplier and any Sub-tier Suppliers used shall be BEL and/or Customer approved for any process considered to be a Special Process.

### **Changes in Product/Process Definition**

The Supplier shall notify BEL of changes in Product and/or Process Definition and where required obtain BEL's approval.

### **Change of Circumstances**

The Supplier shall inform BEL of changes to its Certification, Registration and Accreditation status and any other changes that may affect Quality such as change of ownership or manufacturing location.

## **Sub-tier Suppliers**

When the Supplier sub-contracts a process or requirement to a Sub-tier Supplier the applicable requirements must be flowed down to that Supplier. Approval of a Sub-tier Supplier by BEL does not relieve the Supplier of the responsibility for assuring that work performed or products supplied by the Sub-tier Supplier are in accordance with specification requirements.

## **Prevention of Counterfeit Parts**

The supplier shall implement and control processes to prevent use of counterfeit Parts and their inclusion in any products delivered to BEL.

## **Supplier Awareness**

Suppliers will ensure that all personnel within their company who are involved directly or indirectly in processes relating to Bowyer Engineering purchase orders are aware of –

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behaviour.