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**QUALITY REQUIREMENTS IN FURTHERANCE OF  
REGAL PRECISION PURCHASE ORDERS – REGAL PRECISION/QR/1**

**1. Introduction:-**

- 1.1 The quality requirements herein, provide the basis to maintain a quality level that satisfies the requirements of Regal Precision Engineers Ltd. our approvals, any regulatory authorities and our customers.
- 1.2 Suppliers MUST comply with the requirements of this document in furtherance of all purchase orders placed, ***no further sub-contracting or In-House processing shall be made without prior written approval from Regal Precision Engineers Ltd***
- 1.3 Any advice given by REGAL representatives to suppliers in the course of their work shall not free the supplier from the fulfilment of his obligations arising from the purchase order requirements.

**2. Responsibilities:-**

- 2.1 The supplier shall ensure that all deliveries to REGAL PRECISION comply with the technical and quality requirements of the purchase order and details supplied.
- 2.2 Any provisions by REGAL of tooling or inspection equipment shall not limit the responsibility of the supplier for the final quality of his delivery.
- 2.3 Provisions for notification of any non-conformity to REGAL shall form part of the suppliers own quality system, and shall be performed in a timely manner (Refer to Section 12 for further details).
- 2.4 REGAL and its customers and any regulatory authorities shall reserve the right to perform product or system audits at the suppliers premises but this shall not, in any way, limit the responsibility of the supplier for quality.
- 2.5 The supplier shall therefore allow REGAL, its customers and any regulatory authorities, freedom of access to the supplier's facilities and to all documents used, in furtherance of the purchase order.
- 2.6 REGAL will require evidence of supplier's Third Party quality systems approvals and notification must be given to REGAL of any suspension of those approvals, should there be an occurrence.
- 2.7 Any significant changes made to the supplier's Quality Management structure, shall be reported to REGAL in writing.
- 2.8 The supplier is required to obtain approval in writing from REGAL for the supply of non-conforming product through disposition.
- 2.9 It is the responsibility of the supplier to notify REGAL of any changes to product, This includes changes to product and/or process, change of suppliers, changes of manufacturing facility on any level of the supply chain and the flow down the supply chain of requirements including customer requirements.
- 3.0 It is the responsibility of REGAL (Where applicable) via the purchase order to request the supplier provide approval status of product, procedures, processes and/or equipment.
- 3.1 It is the responsibility of REGAL (Where applicable) via the purchase order to identify the identification/revision status of product, specifications, drawings, process requirements and other technical data.

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**4. Quality Assurance Plan.**

- 4.1 At the request of REGAL or its customer, the supplier shall submit a Quality Plan for any delivery subject to the purchase order.

**5. Technical Documentation.**

- 5.1 REGAL will provide the supplier with all relevant documentation (copyright permitting) to enable the supplier to comply with the Purchase Order.
- 5.2 It is the responsibility of REGAL to ensure that only up-to-date technical documentation is issued to the supplier (when applicable).
- 5.3 Control of documentation issued to the supplier, will be in accordance with the suppliers own document control system.

**6. Calibration.**

- 6.1 The supplier will ensure that all equipment used for accept and reject criteria in furtherance of the purchase order, is calibrated against standards which are traceable to National or International standards; such equipment shall be controlled by the suppliers own calibration procedures.
- 6.2 Calibration records of equipment used in furtherance of a REGAL purchase orders, are to be available on request.
- 6.3 It is the responsibility of the supplier to ensure that calibration frequencies are controlled, for both customers supplied and suppliers own calibrated equipment.

**7. Inspection and Manufacturing Tooling (where applicable).**

- 7.1 Fixtures, templates or any other production devices must be validated to ensure fitness for use and must be stored in a manner which will prevent damage or deterioration.
- 7.2 The supplier must have procedures in place to facilitate the return of any equipment loaned by REGAL when the contract has been fulfilled, or if the supplier approvals are withdrawn.

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**8. Production/Process Monitoring.**

- 8.1 The supplier shall have in place, procedures to control the purchased product, these will identify inspection stages required to achieve and maintain conformity.
- 8.2 When requested and agreed by both parties, Statistical Process Control (SPC) shall be used to control the process; a Cp & Cpk value greater than 1.33 will be required on key features, when established.
- 8.3 Where SPC is not employed, there shall be adequate “In-Process” checks carried out to maintain conformity of parts. This may include, but not limited to; patrol inspection, audit activities, fool proofing.
- 8.4 Any formal plans used in pursuance of the above, shall be made available to REGAL and its customer.

**9. Personnel.**

- 9.1 The supplier shall have an adequate training programme or review mechanism in place and have training records available, to show evidence that personnel are sufficiently qualified to perform their duties (within an acceptable timescale).
- 9.2 Evidence shall also be available, for personnel who have authority to perform tests or inspections.
- 9.3 REGAL and its customer reserve the right to confirm the extent, to which personnel are trained, in order to satisfy themselves that compliance to purchase order will be fulfilled.

**10. First Article Inspection Reports.**

- 10.1 When a First Article Inspection Report (FAIR) is requested via the purchase order, one component from the batch will be selected and a full dimensional report will be generated, stating the drawing requirements and actual sizes measured. First Article Inspection Reports are required in AS 9102 Format.
- 10.2 After verification of the FAIR by an authorised person/s, the supplier shall despatch the manufactured product to REGAL together with a Certificate of Conformity/equivalent and the completed FAIR.
- 10.3 It will be the responsibility of REGAL to provide the F.A.I.R. format to the supplier when required unless agreement is reached to use the suppliers own format.
- 10.4 Copies of all F.A.I.R.'s generated by the supplier, shall be held on file for reference and audit purposes; REGAL will return a signed copy to the supplier as confirmation of acceptance.

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**11. Customer Supplied items.**

- 11.1 On receipt of REGAL supplied items, the supplier will verify that all documentation is present and correct.
- 11.2 All items delivered shall be visually inspected to identify any damage that may have occurred during transit. All non-conformances found by the supplier must be reported to REGAL immediately.
- 11.3 All quantities relevant to the purchase order/s must be verified on receipt of goods.
- 11.4 When verification of all above has been carried out, the goods shall be stored so as not to cause damage or deterioration. Material must be stored in designated areas pending acceptance and shall be suitably identified to maintain traceability.
- 11.5 REGAL supplied items shall only be used for the purpose of the purchase order and all surplus items must be returned to REGAL on completion of the purchase order; or as agreed otherwise with REGAL.

Note: The supplier is not authorised to purchase own items, unless formal authorisation is given by REGAL or its customer/s.

**12. Non-Conforming Parts.**

- 12.1 Control of internal non-conformance shall be in accordance with the suppliers own Quality System.
- 12.2 All non-conformities must be reported REGAL quality department prior to delivery; instructions shall be given to the supplier on handling and segregation of such items.
- 12.3 Provisions must be made by the supplier to control the quarantine of non-conforming items found.
- 12.4 The supplier shall ensure that systems are in place to prevent re-occurrences of non-conformance's found at the supplier or as a customer complaint; this shall also be documented.
- 12.5 Defects found by REGAL or its customer, will necessitate issue of a Reject Report to the supplier. The supplier shall carry out investigations to determine the root cause and define preventative actions, within the specified time. If the response time is excessive, it may necessitate escalation to the Managing Director of REGAL and the supplier to resolve the situation.

**13. Traceability.**

- 13.1 The supplier shall ensure that full traceability is maintained in order to assure compliance to order and quality of items.
- 13.2 It is the responsibility of REGAL to inform the supplier of any change that may effect the purchase order requirements, in order to maintain continuity of quality and traceability.

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**14. Storage of Documents.**

- 14.1 All documents relevant to a REGAL order must be stored adequately and be available, if required, for audit purposes. Documents must not be destroyed unless agreed by REGAL or its customer.

Signed on behalf of Regal Precision Engineers. Ltd.



**Name:** P.Charnock

**Position:** Quality Manager


**Date:** 24/02/2015

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Approved by:   
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