



L&M Sub-Contract Quality Conditions

Document No. L&MSCQC0001

Issue: 6

Date: March 2009

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) inc. 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 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.



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5) Tooling & Gauging

- a) 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.
- b) 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.

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 61340-5-1:2001 '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.

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) Non Conforming Product

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

In exceptional circumstances, requests for deviations may be made to L&M. Only when the request has been formally accepted and the supplier formally notified, may any deviating material be delivered.

11) Control of 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: