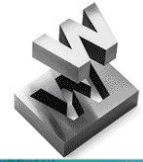


Purchasing Terms & Conditions

(Related to AS 9100 Rev D)



- a) Suppliers must inform **Westley Engineering Ltd** of any occurrences of nonconforming product (AS 9100 Ref 8.4.3. (k)).

b) If it is suspected that nonconforming products have been supplied to **Westley Engineering Ltd**, then the batch/serial numbers, dates, quantities will also be required.

c) As part of the corrective action process, details of the containment action, root cause(s) and long-term preventive action will also be required. (AS 9100 Ref 10.2 g & h)

d) Where relevant, a Concession/Deviation will be required prior to the supply of any nonconforming products. (AS 9100 Ref 8.4.3)
- Provision must be made by the Supplier for 'right of access for **Westley Engineering Ltd**, our Customers and/or Regulatory Authorities relevant to the contract. (AS 9100 Ref 8.4.3 (l)).
- Records related to manufacture and/or process operations, including inspection and testing are to be retained by the supplier and made available upon request for verification by **Westley Engineering Ltd** our Customer and/or Regulatory Authorities. (AS 9100 Ref 8.5.1.)
- Records shall be retained by the Supplier until authority to destroy has been given by **Westley Engineering Ltd**, our Customer and/or Regulatory Authorities.
- Where the Supplier is 'Sub Contracting' a process operation(s), the flow down of the requirements, including key characteristics, must be documented. (AS 9100 Ref 8.4.3 (h)).
- The Supplier must notify **Westley Engineering Limited**, when changes are made to product and/or process, change of suppliers, changes of manufacturing location and, where required, obtain organizational approval. (AS9100 Ref 8.4.3 (k)).
- The supplier must understand their contribution to product or service conformity and product safety. They must also understand the importance of ethical behaviour. If the supplier is unsure on any of these points they must inform **Westley Engineering Ltd** for support. (AS9100 Ref 8.4.3 (M)).

Daniel Guest
Quality Manger