

Section: ISP 04
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SUPPLIER PURCHASING AGREEMENT

This agreement outlines J W Kane Engineering (J W Kane) requirements in relation to the purchasing of materials and services in accordance with AS 9100 Quality Management Systems –Aerospace – Requirements.

The Supplier and J W Kane Engineering must be in agreement before supply of materials and services.

AS 9100 Requirement	J W Kane Requirements.	Additional Note/s
Name or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant data.	J W Kane will supply copies of all applicable documentation and reference all specifications and drawings on Purchase order/s.	Supplier to control all documentation and ensure confidentiality as notified. Supplier to control all documentation, ensuring he is holding correct issue and dispose of all OBSOLETE documentation in a secure manner.
Approval of Product	Requirements will be specified in Purchase Order (PO). Requirements for samples will be specified in Purchase Order (PO). Requirements for First Article Inspection will be notified in PO. Product changes must be requested from J W Kane and approval sought.	Evidence of approval must be forwarded when requested by J W Kane. Samples must be forwarded for approval as requested in PO. Production can only commence when J W Kane approval is issued. First Article Inspection reports must be forwarded, when requested by J W Kane. Production cannot commence until approval is granted by J W Kane and/or main customer as applicable. Any product changes must be requested from J W Kane and approval sought.
Non Conforming product.	Supplier must notify J W Kane of any significant Non conformance which affects the product.	Concessions can only be granted with Main customer approval and must be signed by J W Kane and Supplier. Copy of concession to be held by J W Kane and supplier.
Approval of procedures	Any procedures requiring approval will be notified to supplier in PO.	Two copies of Procedures must be forwarded to J W Kane for approval. After approval signed copy will be returned to Supplier.

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Approval of processes	Any processes requiring approval will be notified to supplier in PO. Arrangements for approval will be detailed. NOTE: Supplier must use customer-approved special process sources when notified by J W Kane. Details of source/s will be forwarded to Supplier as part of purchasing process.	J W Kane will visit supplier to approve processes, as appropriate. NOTE: It is a requirement that the supplier notifies J W Kane of any process changes which may affect the product/service ordered by J W Kane. This is of utmost importance if change affects a Key Characteristic.
Approval of Changes	Any changes in product and/or process, changes of suppliers, changes of manufacturing facility location, including any approval registrations/certificates i.e. ISO 9001 or AS9100.	Where required, JW Kane must be informed prior to any change being completed.
Approval of equipment	Any equipment requiring approval will be notified to supplier in PO. Arrangements for approval will be detailed.	Approval can be achieved by forwarding machine capability studies as appropriate. Supplier will be notified by J W Kane of approval.
Certificate of Conformance (C of C)	Requirement for C of C will be stated in PO	C of C must be signed by Supplier's Quality representative and state that products/materials have been inspected and or tested and meet J W Kane and/or customer specification.
Counterfeit product	Requirement for assuring traceability of parts and components to their original or authorised manufacturers.	JW Kane must be informed of any Reporting and quarantining of suspected or detected counterfeit parts which could impact on product conformance
Material Test Certificates	Requirement for Mill Certificate will be stated in PO.	Mill Certificate must be forwarded to J W Kane for all metals.
Qualifications of personnel	Any specific Qualification relating to personnel will be stated in PO.	Qualification of personnel will only apply when specified by J W Kane Customer.
Record Control	All records created by and /or retained by suppliers must be controlled.	All records created by suppliers must be controlled and held for a minimum period of 15 years unless otherwise stated. Disposition of records to be notified and authorised by JW Kane prior to records being destroyed. Records must be available to our customers and Regulatory Authorities on request.
Quality Management System requirements	Any specific requirements relating to Quality Management Systems (QMS) will be stated in PO.	It is preferred for the supplier to hold AS9100, or if not ISO9001 certification for its QMS

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Right of access	J W Kane, its customer or Regulatory Authority reserves the right to visit their suppliers and 2 nd tier suppliers involved in the order to carry out an audit or investigate a complaint.	Arrangements for visit will be agreed with supplier by J W Kane.
Flow down of purchasing documentation and key characteristics.	It is the supplier's responsibility to flow down J W Kane's requirements to sub tier suppliers.	Supplier must make sure that sub tier supplier is made aware of all Key Characteristics relating to the product/process.
Awareness of Product Safety & Ethical Behaviour	Ensure that persons are aware of their contribution to product/service conformity and product safety, and the importance of working in an ethical way.	Suppliers shall (where possible) ensure product safety and ethical behaviours are upheld throughout their processes and operations, this requirement shall be flow down to sub tiers also.