

TSQA 3

COMPONENTS SELF CERTIFICATION BY SUPPLIERS

(SHIP TO STOCK)

Table of Effective Pages:

Page	1	2	3	4	5	1					
Ident	A	A	A	A	A	A					
Appendix						1					

Compiled by

A M Cowan
PQE

Approved by:

D W Humphris
Head of Quality

1. INTRODUCTION

This procedure defines the method for self-certification by Approved Suppliers.

2. PURPOSE

The purpose of this procedure is to define the system for selection, implementation, control and monitoring of the policy for self-certification to enable acceptance by WTL without the need for on receipt inspection.

3. GENERAL

3.1 This procedure does not remove from the supplier any obligations placed upon him to deliver components in accordance with purchase orders/contracts, drawings, specifications and other associated Terms and Conditions, which form the agreement between WTL and the supplier.

Neither shall it, in the event of a non-conformance being found preclude rejection by WTL and return of such products received from the supplier for rectification, refund or replacement whenever that non-conformance is detected.

3.2 This procedure recognises that in order to safeguard the reputation of WTL as a supplier of Quality products to the aerospace industry; it must demonstrate the maintenance of product integrity and give assurances to all its customers. This will be achieved by a series of measures detailed herein.

4. SCOPE

4.1 This procedure is only applicable to selected suppliers who meet the criteria for self-certification as defined herein.

4.2 Vital, Flight Safety Critical Cat F and Sensitive parts shall not be the subject of self-certification.

5. RELATED DOCUMENTS

Q500

6. PROCEDURE

6.1 Selection of Suppliers

Companies will be selected for self-certification on the basis of their conformance to the following criteria, at the direction of the Head of Quality WTL.

- a) A documented Quality Management System
- b) Demonstrate a history of good supplies and service

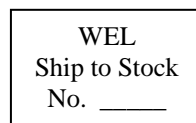
- c) Have a minimum Vendor rating of 98% based on the number of goods received against GRRAs
- d) Must have held a full approval for a minimum period of one year

A presentation of the requirements of this procedure will be made to selected suppliers by the WTL Quality Assurance Department if and when required.

6.2 Supplier Certification

Companies selected for self-certification will be allocated a WTL Supplier Quality stamp, see example below

Example:



The stamp is the responsibility of the Supplier's Quality Manager who will be the designated representative for Quality source activity on behalf of WTL.

These responsibilities include:

- a) In process/final audit inspections
- b) Verification of completed operations and full traceability of materials used
- c) Verification of First Article Inspection Reports (FAIRs)
- d) Surveying purchase orders
- e) Maintenance of all inspection records/documentation (Quality Records)
- f) Co-ordinating all WTL Quality related issues

Whenever the raw material has been obtained by the supplier in furtherance of a WTL order, as per TSQA 1, from a WTL approved source and is not free issue from WTL, the Material Symbol Number, Raw Material Suppliers name and release note number must be annotated on the Certificate of Conformity.

If the purchase order is in furtherance of a WHL contract, then a completed WA 1953 form must accompany the delivery (in accordance with SQA 50 procedure).

Self-certification is executed by application of the approved stamp and signature of the final inspector and date on the release documentation.

- 6.3 When a new purchase order is placed on a supplier and is of first time manufacture, the first delivery will be subjected to mandatory inspection on receipt at WTL. Therefore the Ship to Stock stamp shall be omitted from the Certificate of Conformity until the second delivery.
- 6.4 Where items are delivered to WTL with outstanding/incomplete operations, the Certificate of Conformity will not be annotated with the *Ship to Stock* stamp.

6.5 Ship to Stock by Family of Parts or Selected Part Number

When WTL Procurement have entered into Long Term Agreements with preferred sub-contract suppliers, then Ship to Stock by *Families* can be considered. Procedures at the supplier shall be generated and subsequently audited by WTL SQA before invoking Ship to Stock.

Westland Transmissions Limited Goods Inwards shall upon receipt of such goods check the Certificate of Conformity to ensure compliance with the requirements of Q500, and this procedure. The Inward Goods Advice will be stamped in the usual manner and the goods, if conforming, being stocked in the normal way.

6.5.1 To assist in the process of certifying a supplier for Ship to Stock, source inspection may be used. The *Family of Parts* (from List of Parts) would be source inspected at the supplier and the Certificate of Conformity annotated *SOURCE INSPECTED*. This would then negate inspection at WTL Goods Inward Inspection as a *first delivery*, ie it would be computed as *00* for *CALL OFF* then the requirements for checking the first delivery may also be waived.

6.6 Non-Conformance

At the discretion of WTL items will be subjected to periodic audit/supplier inspection.

Any non-conformance, whenever detected, will result in the following action(s) being taken:

- a) Supplier may be requested to visit WTL and perform 100% re-inspection of the non-conforming batch(es)
- b) Non conforming components to be replaced or rectified
- c) Where agreed by WTL and the supplier, components may be rectified by WTL at the suppliers' expense.
- d) Components returned at the supplier's cost for immediate corrective action.

The above action must be completed within 48 hours or as agreed between both parties and corrective action completed in accordance with Q500.

As a consequence of detecting a non-conformance, WTL will review the following:

- a) Supplier self certification status
- b) Previous deliveries
- c) Vendor rating
- d) Approval status
- e) Goods inward inspection requirements on future deliveries.

6.7 Suppliers must have a procedure in place to comply with this procedure.

6.8 The flow chart of the overall procedure is shown in Appendix 1

7. SOURCE INSPECTION

When a batch has been source inspected and is a first time manufacture, if no problems are found and the components are unclassified, then they may be subject to Ship to Stock on the second delivery.

8. AUDITS

8.1 Ship To Stock Monitor at Westland Transmissions Limited

8.1.1 Components delivered in accordance with this procedure will be subjected to periodic inspection at a rate to be determined by Westland Transmissions Limited QA Department. Inspection to be carried out by the Receiving Wharf on the first ship to stock delivery each month.

This is in order to verify that the supplier is performing in accordance with this procedure and that the Vendor Rating is being maintained.

8.1.2 The WTL Quality Assurance Department is responsible for monitoring the results of the periodic inspection for performance measurement.

8.2 Supplier Audits

Quality System Audits will be conducted at the supplier's premises. WTL reserves the right to conduct these audits at any time by prior agreement with the supplier, where any occurrence gives cause for concern, ie

- a) A sudden increase in rejects
- b) A change in supplier's Senior Management
- c) A change of supplier's premises

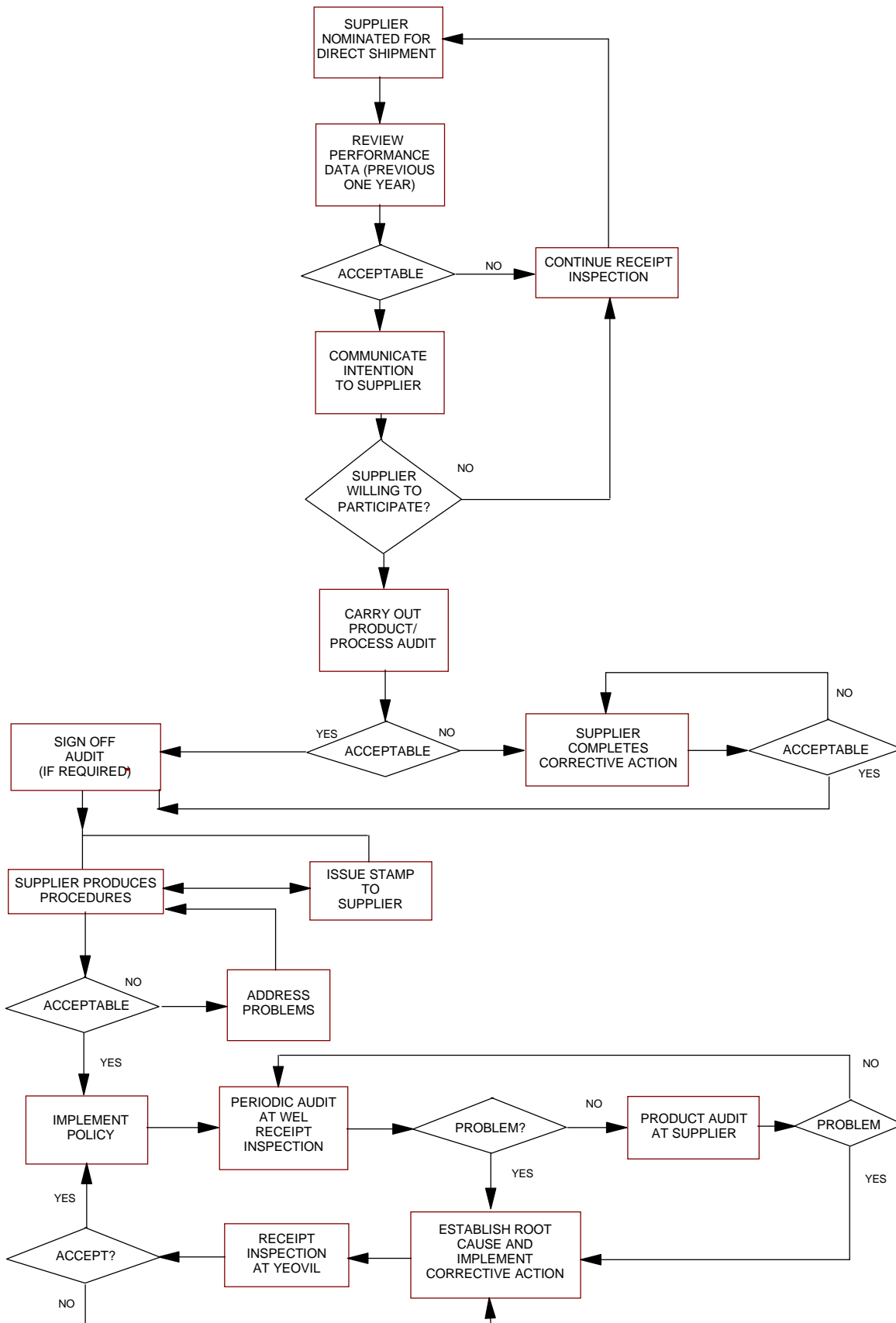
9. WITHDRAWAL OF APPROVAL

If at any time the performance of the supplier deteriorates, approval will be suspended.

Increased inspection will be carried out on all outstanding orders until such time as the approval is either restored or withdrawn in accordance with the flow chart in Appendix 1.

Westland Transmissions

Appendix 1 to
TSQA 3
Ident: 1
Page: 1



Westland Transmissions

Appendix 1 to
TSQA 3
Ident: 1
Page: 1
Date: July 2000