



Supplier Requirements

The following stipulations apply to suppliers or sub-contractors to Quickmach Engineering Ltd in conjunction with any applicable national standards and or / additional quality requirements as stated on the purchase order.

All material or parts issued to the sub-contractor by the Company in connection with the order is to be kept fully identified with the traceable batch numbers / serial numbers, segregated from other material and free from contamination or damage.

Any defect in the manufacturing process which could result in non conformance must be reported to the Company in writing at the earliest opportunity. Approval must be obtained from the Company prior to any disposition of non conforming product.

The supplier or sub-contractor agrees to co-operate with the Company and provide reasonable assistance in the investigation resulting from any non conformance related to the order if any such matter arises after completion of the order.

From time to time Quickmach Engineering, it's customer or regulators may require to audit the supplier or sub-contractor in relation to its activities associated with the work carried out under contract to Quickmach Engineering. The supplier or subcontractor will, with reasonable notice, facilitate and co-operate with such audits and allow access to applicable areas of all facilities and or records.

Written approval must be obtained prior to disposal of any records associated with the work carried out under contract with Quickmach Engineering.

It is the supplier's responsibility to ensure that they have access the latest issue of all relevant specifications and standards as required by the purchase order.

Suppliers must ensure that the products or services, methods, processes or equipment utilised are approved as per the requirements of the specifications quoted on the purchase order or drawing supplied.

Suppliers must ensure that employees undertaking work on Quickmach products are competent and have any specific training or qualifications mandated within specifications quoted on the purchase.

Quickmach will monitor supplier quality and on time delivery. Where a supplier fails to meet requirements, the supplier may be contacted to provide reasons for poor performance and actions to improve.

All data supplied by the Company to the supplier is confidential and is to be used only in support of the associated Quickmach Engineering purchase order. Such data is not to be divulged to any third parties without prior authorisation from Quickmach Engineering.



Supplier Requirements

Suppliers must:

- Maintain a quality management system
- Use only customer designated or approved external providers
- Flow down to external providers applicable requirements including customer requirements
- Prevent the use of counterfeit parts
- Ensure that employees are aware of:
 - Their contribution to product of service conformity
 - Their contribution to product safety
 - The importance of ethical behaviour – see Quickmach Ethical policy QME006

Suppliers must notify Quickmach Engineering in writing where there is any change in the following:

- Any product or process used to carry out work on behalf of Quickmach Engineering.
- Any change in manufacturing facility or location
- Any change in sub tier suppliers or subcontractors used for parts or services supplied to Quickmach Engineering.

Delivering a product or service as per a Quickmach purchase order by the Supplier shall mean the delivered product or service is in full compliance with the purchase order and its associated documents and requirement, unless otherwise specified. As an additional quality record, the Supplier shall associate a Certificate of Conformity (C of C) to the shipping note; this document shall carry the following information as a minimum:

- Supplier and Customer name and address
- Certificate number
- Supplier Job Number
- Quickmach purchase order number
- Quantity Delivered
- Authorised signature and or stamp
- Part number and Quickmach batch number / serial numbers as applicable
- NCR/Concession / Production Permit numbers as applicable.
- Part revision number and issue number of any applicable design document quoted on the purchase order.