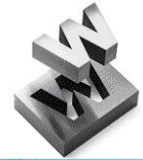


Purchasing Terms & Conditions

(Related to AS 9100)



- a) Suppliers must inform **Westley Engineering Ltd** of any occurrences' of nonconforming product (AS 9100 Ref 7.4.2 g.)
 - 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 8.5.2 g & h)
 - d) Where relevant, a Concession/Deviation will be required prior to the supply of any nonconforming products. (AS 9100 Ref 8.3)
- 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 7.4.2 i.)
- 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 7.4.2 h. & 4.2.4)
- Records shall be retained by the Supplier until authority to destroy has been given by **Westley Engineering Ltd**, our Customer and/or Regulatory Authorities. (AS 9100 Ref 4.2.4)
- 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 7.4.2 g.)
- 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 7.4.2.g.)

Tom Langford
Quality Manager