



Purchase Order Quality Requirements

The requirements of these clauses are an integral part of the Purchase Order, and supplement any other Purchase Order requirements.

Clause 01 Control of Records

Quality Records generated that are relevant to work carried out for Micro Metalsmiths Ltd, shall be identified, stored in a suitable manner and retained indefinitely*. Any Micro Metalsmiths Ltd owned documents are to be returned at MM's request.

Clause 02 Corrections to Records

Changes or corrections to written records shall be made as follows: Draw a single line through the error, enter the correct data and apply initials against it, the use of 'white out' is not permissible.

Clause 03 Unauthorised Repair

Repairs by welding, brazing, soldering, sizing, or the use of adhesives of parts damaged, or found to be faulty are prohibited without authorisation from Micro Metalsmiths Ltd.

Clause 04 Non Conforming Product

If rework (without unauthorised repair) to fully conform to Purchase Order requirements is not possible, Micro Metalsmiths Ltd must be notified, (applicable if non conformance is apparent on work supplied by Micro Metalsmiths Ltd to the supplier, or the non conformance will result in late delivery of purchased product). Consideration will be given, and a concession granted if applicable. Micro Metalsmiths Ltd reserves the right to request Failure Analysis on non conforming product.

Clause 05 Right of Access

The supplier and his sub-contractors shall permit Micro Metalsmiths Ltd, our customer, or Regulatory Authorities access to the suppliers premises (within a reasonable time period) to perform review of records (and inspection of work if specified in the contract) relevant to work carried out for Micro Metalsmiths Ltd.

Clause 06 Quality Requirements Flow Down

If work is to be sub-contracted, these Quality Requirements, along with all other Purchase Order Requirements must be flowed down.

Clause 07 Packaging Requirements

Supplies on this order shall be preserved, packaged and packed in a manner affording adequate physical protection from damage and deterioration during normal handling, shipment and storage.

*Indefinitely does not mean that the records must be retained permanently. Records having a retention period of 'indefinitely' should be reviewed periodically to determine if they have surpassed their useful legal and business life. Destruction of records with indefinite retention period must be authorised by Micro Metalsmiths Ltd.

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