

SUPPLEMENTARY PURCHASING CONDITIONS

As a supplier to Coker Engineering, it is understood your organization shall comply with these conditions whenever they are specified on Coker Engineering's purchase orders.

1. Quality function's authorities and responsibilities shall be clearly defined.
2. A system shall be maintained for the use and control of inspection stamps or other unique method for the identification of inspection status.
3. Adequate inspection instructions shall be maintained for inspection personnel.
4. Sampling inspection, when applicable, shall be performed in compliance with established and recognized standards such as BS 6001 or equivalent.
5. Calibrated measuring devices, inspection gauges and test equipment shall be available to inspection personnel who are competent for the inspection tasks they undertake.
6. Documented procedures shall be available that require periodic inspection and recalibration of all measuring and test equipment in accordance with the requirements of ISO 10012-1 and/or ISO 17025 or their equivalents.
7. A documented system shall be in place and maintained for handling non-conforming materials including the notification and recall of delivered non-conforming materials, the removal of non-conforming materials from production and taking corrective action to prevent recurrences. All parts originally supplied by Coker Engineering that are subsequently scrapped by the supplier must be accounted for and returned to Coker Engineering.
8. Documented procedures shall exist that require notifying Coker Engineering when changes to key processes or changes/modification to key product characteristics are made for products and/or services purchased by Coker Engineering. This requirement shall also be flowed down to any subcontractors.
9. Quality records generated in support of Coker Engineering's purchase order shall be maintained for a period of seven (7) years and be available for review by authorised Coker Engineering representatives including Coker Engineering's customers and/or regulatory agencies. These records shall include, but are not limited to, receiving, in-process, and final inspection records, Certificates of Conformance, raw material Mill Certifications, test results, documented non-conformances and corrective actions, and inspection, measuring and test equipment calibration documentation.
10. The supplier shall maintain a system for the control of drawings, specifications, planning, procedures, other technical documents, and changes thereto. The system shall provide for the timely removal of incomplete, obsolete or defaced documentation from production and inspection areas. Each supplier utilising numerical control equipment shall have procedures to assure control of non-deliverable programmes.
11. Unless otherwise specified in the purchase order, drawings and specifications shall be the revision specified on the purchase order.
12. The supplier shall maintain a Foreign Object Debris (FOD) prevention program. FOD program shall include the review of manufacturing processes to identify and eliminate FOD entrapment risks to ensure work is accomplished in a manner to prevent FOD in deliverable items. The supplier shall maintain work areas in a manner sufficient to preclude the risk of FOD incidents and shall investigate each FOD incident and eliminate its root cause.
13. The supplier's Quality function shall maintain procedures for communicating quality and/or specification requirements, when applicable, to sub-tier suppliers, including, when applicable, the use of Coker Engineering (or Coker Engineering's customers) approved suppliers.
14. Positive traceability of parts by cross referencing raw material certification to all manufacturing, processing, reports and shipping documents from which items were manufactured is required where applicable.
15. The supplier shall request, in writing, to Coker Engineering approval to transfer work to a sub-tier supplier. Where approval is given the supplier shall flow down all the requirements in the purchasing documents including these Supplementary Purchasing Conditions.
16. To reduce the risk of counterfeit and fraudulent materials entering Coker Engineering's supply chain the supplier shall ensure that only new and authentic materials are used and delivered to Coker Engineering. The supplier may only purchase materials directly from original equipment/component manufacturers, manufacturer franchised distributors, or authorized aftermarket manufacturers. Use of material that was not supplied by these sources is not authorized unless first approved in writing by Coker Engineering. The definition of a counterfeit product is *"A fraudulent part that has been confirmed to be a copy, imitation, or substitute that has been represented, identified, or marked as genuine, and/or altered by a source without legal right with intent to mislead, deceive, or defraud."*
17. The supplier must ensure its employees and its supply chain understand how their actions including their behaviour can affect product conformity and product safety. Ethical behaviour includes respecting laws, regulations and internal rules and not knowingly passing on defects and non-conformances. The supplier must communicate any concerns with respect to product conformity/safety to Coker Engineering without delay.
18. Coker Engineering reserves the right to inspect all goods prior to shipment by the supplier, and the supplier shall permit Coker Engineering or its representatives including authorised regulatory agencies or customer representatives to have access to the supplier's facilities, at all reasonable hours.
19. The supplier shall be responsible for ensuring that items supplied against the purchase order are packaged in such a manner to ensure their integrity is preserved, contamination and corrosion are prevented, physical damage, deterioration or loss in transit is prevented.
20. All goods shall be received subject to inspection and approval by Coker Engineering after delivery and prior to payment and may be rejected if they are or become non-conforming.
21. When certificates of compliance (C of C) are specified on purchase orders they shall display, as a minimum, Supplier's Name, Supplier's address, Coker Engineering PO number, part number, batch/heat number(s), quantity in shipment, authorised name and title (printed and signed), date the C of C was issued, and statement of conformance referencing the specification (including revision).
22. A supplier that is certified to ISO 9001; AS9100, AS9110, AS9120; NADCAP, ISO 17025 via a third party and subsequently changes certification body (CB), loses its registration status, or is put on notice of losing its registration status, shall notify Coker Engineering accordingly.