

RIGHTON

Quality Assurance Conditions of Purchase

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Section 1 - Introduction

1.1 Purpose & Scope. The purpose of this document is to provide information and guidance to Righton Approved Suppliers in order to assist them in meeting purchase order requirements with regards to packaging, handling, safety, delivery, and overall quality assurance of goods and services supplied to Righton.

1.2 Supplier Monitoring & Evaluation. As part of our ongoing commitment to our customers and other stakeholders, and in keeping with our Business Operations Improvement Programme (BOIP), all Righton suppliers are graded and monitored continually for their delivery performance and their ability to consistently meet our specified requirements. The information gathered is used to rate suppliers according to their overall delivery performance within a given period. Where ratings fall below an acceptable quality level (AQL), suppliers are advised and are required to investigate to determine underlying causes of nonconformances, then to forward a corrective action plan to the Righton Quality Manager within a specified timeframe.

1.2.1 Responses are used for review and re-grading purposes, as necessary. Suppliers who consistently fail to meet specified requirements or who do not respond positively to nonconformance concerns may be downgraded or, after referral to the Managing Director, removed from the Company's Approved Supplier Data Base.

1.3 Right of Access. In accepting a Righton purchase order the Supplier provides authorisation to allow right of access to Righton representatives, and/or our customer's representatives, and/or regulatory authorities to perform an examination of the supplier's Quality Management System to determine whether quality activities and related results comply with the supplier's quality procedures, and to ensure that specified requirements are being met.

1.4 Supplier's Responsibility. It will be the responsibility of the primary supplier to ensure that all relevant requirements contained herein are reviewed, followed and understood by all persons and organisations in the supply chain who are engaged in activities in support of Righton purchase orders. Acceptance of a Righton purchase order will constitute agreement to the conditions stated herein, unless otherwise specifically agreed with the purchasing authority and formally documented at the purchase ordering stage. Records of any such agreements are to be maintained by both parties – (also see Section 14).

1.4.1 It will be the primary supplier's responsibility for notifying Righton regarding any changes in product and/or process, changes of sub-suppliers, or changes of manufacturing facility location – (also see Section 11).

1.4.2 It will be the supplier's responsibility for ensuring that they are in possession of the latest revision of this document. It can be downloaded at:-

<http://www.righton.co.uk/quality>

Section 2 – Delivery Addresses and Contact Numbers

2.1 All deliveries must be advised in advance (**minimum 48 hours notice required**) to goods inwards personnel at the locations shown below. *Please ensure that the following information is available at a minimum:-*

- Suppliers Name.
- Righton Order Number.
- Quantity, weight / number & type of packages.
- Estimated delivery time.

NOTE: It would be preferred if packing lists could be faxed or emailed to the receiving warehouse prior to delivery.

Righton Ltd - Head Office

Righton House
Unit G / H1
Elliott Way
Nexus Point
Holford
Birmingham B6 7AP

Tel: +44 (0)121 332 3816 Fax: +44 (0)121 356 4522
Delivery Times: Monday – Friday 0800 – 1330

NOTE: All deliveries to this site must be pre-booked in advance via telephone contact with Alex Lebbon, Lee Shuck or Tony Rake. A booking reference and a time slot for unloading will be issued at the time of call. Incoming vehicle drivers not quoting a valid booking reference or arriving outside of a time slot may be refused.

Birmingham Service Centre

Righton Limited
Brookvale Road
Witton
Birmingham B6 7EY

Tel: +44 (0)121 332 3861 Fax: +44 (0)121 356 4077
Delivery Times: Monday – Friday 0800 – 1400

Leeds Service Centre

Righton Limited
Unit 5, Adwalton Moor Business Park
1 Battlefield View
Drighlington BD11 2PT

Tel: +44 (0)7980 715291 Fax: +44 (0)1274 713221
Delivery Times: Monday – Friday 0730 – 1400

Bristol Service Centre

Righton Limited
Hawkesworth House,
Hawkesworth Road,
Great Western Business Park,
Yate, Bristol, BS37 5NW

Tel: +44 (0)14543 18601 Fax: +44(0)1454 273392
Delivery Times: Monday – Friday 0700 – 1500

Glasgow Service Centre

Righton Limited
120 Cambuslang Road
Cambuslang Investment Park
Glasgow G32 8NB

Tel: +44 (0)141 646 3730 Fax: +44 (0)141 641 8012
Delivery Times: Monday – Friday 0800 – 1500

Portsmouth Service Centre

Righton Limited
Unit 1, iO Centre,
Stephenson Road,
Segensworth,
Fareham,
Hants, PO3 5SE

Tel: +44 (0)2392 623087
Delivery Times: Monday – Friday 0700 – 1430

Manchester Service Centre

Righton Limited
6A Yew Tree Way,
Stonecross Park,
Golborne,
Warrington WA3 3JD

Tel: +44 (0)1942 407900 Fax: +44 (0) 1942 726700
Delivery Times: Monday – Friday 0800 – 1500

High Wycombe Service Centre

Righton Limited
Unit H, Sands Industrial Estate
Hillbottom Road
High Wycombe HP12 4HS

Tel: +44 (0)1494 448711 Fax: +44 (0)1494 535862
Delivery Times: Monday – Friday 0900 – 1430

Plymouth Service Centre

Righton Limited
Longacre
Saltash Parkway Industrial Estate
Saltash
Cornwall PL12 6LZ

Tel: +44 (0)1752 850618 Fax: +44 (0)1752 842130
Delivery Times: Monday – Friday 0730 – 1500

The Metal Centre

Western Way
Wendnesbury
WS10 7BW

Tel: +44 (0)121 352 7261 (Wendy Ward)
Delivery Times: Monday – Friday 0800 – 1600
NOTE: All Righton orders for onwards transshipment delivered to this site that are over 3 tonne must be pre booked-in with Wendy Ward (ext 261), Lee Downing (ext 262) or Clare Hixon (ext 263). Delivery paperwork must clearly state the final Righton Service Centre delivery destination to where goods are to be transhipped to.

Section 3 – Packaging Code of Practice

- i. As part of its ongoing commitment to the development of its business ethical and sustainability policies, Righton promotes and supports the practice of “responsible packaging” in the supply chain in accordance with the incpen [Code of Practice](#) for optimising and minimising waste. With the main areas of packaging used on Righton stock materials being paper, cardboard and wood, the Company’s preference is that the supply chain only uses FSC (Forest Stewardship Council) certified timber products for use as packaging on materials that are supplied to Righton.
- ii. All materials purchased must be packed in such a way so as to avoid potential damage and deterioration through movement.
- iii. Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Identification)

3.1 Packing Requirements for Sheet and Plate Items

3.1.1 All sheet and plate orders must be packed in such a way so as to avoid potential damage and deterioration through movement. Unless otherwise agreed all sheet and plate materials are to be packed in wooden cases or on pallets, as appropriate. The pallets/cases used must be of rigid construction using cross-bearers to a minimum depth of 3" (76.2mm) to allow for ease of offload, handling and storage. Protection must incorporate tissue interleaving where specified on the purchase order.

3.1.2 Packages must not exceed a height of 18” (457mm).

3.1.3 The sheet/plate count, gross and nett weight (in kilos) must be shown on all packages as a minimum.

3.1.4 Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Identification).

3.1.5 Maximum Nett Kilo Weight of all packages is as follows:-

Material up to and including 4mtr x 2mtr	Kg up to & incl. 3mm thick	Kg over 3mm thick
Aluminium Sheet	1000kgs	1000kgs
Aluminium Plate	-	1600kgs
Copper and Copper Alloy Sheet/Plate	1000kgs	1000kgs
Steel & Stainless Steel Sheet/Plate	1000kgs	1500kgs
Plastic Sheet	1000kgs	1000kgs
Material over 4mtr x 2mtr	Kg up to & incl. 3mm thick	Kg over 3mm thick
Aluminium Sheet/Plate	1000kgs	1600kgs
Copper and Copper Alloy Sheet/Plate	1000kgs	1600kgs
Steel & Stainless Steel Sheet/Plate	1000kgs	1600kgs
Plastic Sheet	1000kgs	1000kgs

NOTE: Any deviation to the above must be agreed in advance with the Righton purchasing authority, having obtained prior agreement from our warehouse supervisory staff.

3.2 Packaging of Rod/Bar, Strip, Wire, Coil and Tube Items

3.2.1 All rod, strip, wire, coil and tube orders must be packed in such a way so as to avoid potential damage and deterioration through movement. Thin materials such as strip, wire and small diameter bar in straight lengths must be packed in wooden boxes or strapped to wooden battens, as appropriate, for protection. The packaging materials used must be of rigid construction to allow for ease of offload, handling and storage.

3.2.2 Individual items must be packed separately (not mixed) and readily identifiable to their delivery paperwork (also see Product Identification).

3.2.3 Maximum Nett Kilo Weight and Package dimensions of all items/packages are to be as follows:-

Material	Maximum Packaging Dimensions (Height x Width)	Max Weight
Dia, Square and Hex Rod (Under 6" 150mm)	11"x12"(279mm x 300mm) length as per order	500kg
Dia, Square and Hex (6" – 9" 152mm-230mm)	11"High x 18"wide (279mm x 458mm) length as per order	500kg
Dia, Square and Hex (over 9" 230mm)	Single Bars only. Strapped to blocks 3 metre length (unless otherwise specified on order)	750kg
Flat Bar / Angle / Tee Section, and Non-Standard Extrusions	11"x15" (279mm x 381mm) length as per order	500kg
Stainless Steel Tube, Pipe & Box Section	15" x 15" (381mm x 381mm) length as per order	-
Aluminium and Copper Alloy Tube	11"x15"(279mm x 381mm) length as per order	500kg

3.2.4 Note for THE METAL CENTRE. All long products (rod, bar, tube, rectangular materials) are to be individually packaged (as outlined in the above table) and then loaded into specific stillages for onward delivery to Righton Service Centres. Within each stillage, all items, casts, batches must be segregated and identified (also see identification). The total weight of the stillage must not exceed 1600kg (gross). Material loaded into stillages must be arranged in such a way to ensure preservation of product.

NOTE: Any deviation to the above must be agreed in advance with the Righton purchasing authority, having obtained prior agreement from our warehouse supervisory staff.

3.3 Packaging – Other Items

3.3.1 Due to the nature of the business, Righton often purchases materials of a type which falls outside of our general stock range. In these instances the following will be applicable:-

▪ **Sheet Materials:-**

Packaged as per above instructions (see Packing Requirements for Sheet and Plate Items), or if total weight is manageable for off lift by hand (under 30kg) then it will be acceptable for sheets to be packaged wrapped in cardboard, and delivered in such a way so as to minimise bowing of sheet.

▪ **Bar/Rod/Extrusions:-**

Where material is sturdy enough to hold its own weight then material may be delivered in small package with protection that will prevent damage to material as appropriate, otherwise material must be strapped to a wooden batten.

▪ **Pipe Fittings / Machined parts:-**

Packaged in cardboard box on a pallet or wooden box with struts to allow easy offloading by forklift truck.

Section 4 – Product Identification Requirements



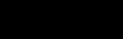

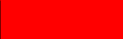
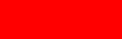








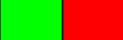
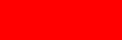




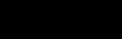


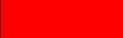







4.1 Each bundle, box, case, pallet or other form of container purchased must be clearly labelled (or otherwise suitably marked) showing the following information at a minimum, as applicable:-

- Righton's Purchase Order number
- Supplier's Order number or other suitable reference to delivery document
- Cast, Heat or other unique reference to provide traceability to certification
- Nett Quantity (in kilos)
- Description of goods

For metal bar/rod/section, where possible, please colour code according to the chart shown on next page.

RIGHTON

METALS STOCK COLOUR CODE CHART

DESCRIPTION	COLOUR		DESCRIPTION	COLOUR	
BRASS			ALUMINIUM		
CW614N (CZ121M) Imperial	Yellow		AMS 4342 7050 T74511 (Aerospace)	Yellow	
CW614N (CZ121M) Metric	Black		2011 R	Purple	
CW606N (CZ131M) Imperial & Metric	Red		2014	Red	
CW712R (CZ112M) Naval	Blue		6026	Green	
CW602N (CZ132M) Imperial/Metric	Purple		6082	Blue	
BRONZE			6262 R	Orange	
CW721R (CZ114M) Manganese Bronze	White		STAINLESS STEEL		
CW451K (PB102) Phosphor Bronze	White		1.4401 & 1.4404 (316S31 & 316S11)	Green	
SAE 660 Bronze	Green & Red		1.4301 & 1.4307 (304S31 & 304S11)	Red	
PB1 Bronze (CC481K)	Yellow		1.4305 (303S31)	Yellow	
CW307G (CA104, BS B 23) Alum Bronze	Green		1.4005 (416S21)	White	
CAST IRON			1.4057 (431S29)	Black	
ECB Grade F1, UNIBAR 250 GG25	White		1.4541 (321S31)	Blue	
ECB Grade F2, UNIBAR 300 GG300	Red		174 PHD	Purple	
ECB Grade N2, UNIBAR 400/15 GGG40	Yellow		174 PHA	Brown	
ECB Grade N3, UNIBAR 500/7 GGG50	Green		MISC		
HIGH INTEGRITY COPPER ALLOYS			Aerospace Scrap	Pink	
DEF STAN 02-833 (NES 02-833)	Brown		NOTE: COLOUR CODE 1 END, 1 FACE MINIMUM. APPLY COLOUR CODE AT GOODS INWARDS. DO NOT COLOUR CODE AS BATCH NUMBER SUBSTITUTE.		
DEF STAN 02-835 (NES 02-835)	Orange				

Section 5 - Certification

5.1 Where certification is required it will be requested at the point of order. Certification supplied must be legible and supplied with the delivery unless agreed otherwise with Righton QA staff. Certification must meet the following criteria, as applicable:-

- All Certification must reference description of goods including material dimensions grade/specification - it is preferred that the same format is used as per our purchase order also with reference to our item number.
- Mill Test Certificate 2.2 - must provide chemical analysis and physical properties and released according to EN10204 type 2.2.
- Mill Test Certificate 3.1 - must provide chemical analysis and physical properties and released according to EN10204 type 3.1. Chemical elements must be displayed as a definitive percentage and not as a range.
- Mill Test Certificate 3.2 - must provide chemical analysis and physical properties and released according to EN10204 type 3.2 a separate certificate is required for each of the third party authorities. Chemical elements must be displayed as a definitive percentage and not as a range.
- Heat Treatment Certificate - to show method of testing impact and must provide a clear link to the original Mill Test Certificate.
- NDE Certificate/Report (e.g. ultrasonic, surface flaw) - to be authorised by a qualified NDE Inspector to PCN or ASNT level and endorsed accordingly.
- Certificate of Conformity - must show the Righton Purchase Order number, supplier's order number, and certificate/serial number. Certificates of Conformity are to be authorised against a statement which confirms that the purchase order requirements have been met.
- Certification may be emailed in advance of the delivery as long as the following requirements can be met:-
 - Addressed to quality@righton.co.uk
 - The Righton purchase order (or other agreed reference) number must be referenced in the email title and/or body text.
 - Supplied in PDF or TIFF file format. PDF is preferred.
 - Where colour is an element of the certificate, such as, where third party (3.2 certificates) has "red" stamped the certificate. A colour scan is required.
 - When specified as part of the contract, the filename of the scanned document must be supplied using the following file-name format; separated by a single space. A separate file is required for each discrete cast/heat.

[RIGHTON ORDER NUMBER] [RIGHTON PART NUMBER] [CAST or HEAT number].pdf
 Example: 12345600 35000Q H1234.pdf

Section 6 – Delivery Documentation

6.1 Delivery documentation must be sent with the goods and is to provide the following information at a minimum:-

- Name and address of supplier
- Righton Ltd delivery address
- The Righton Purchase Order number
- The supplier's Order number or delivery note Ref
- Description of goods including material grade/spec
- Cast/Heat or Batch ref, as applicable
- The number and type of package supplied
- Total Delivered Quantity *
- Gross and Nett weight of each package

Total Delivered Quantity * *Advised quantity must be in the same unit of measure as the purchase order, i.e. where unit of measure is weight then actual weights must be used. The use of theoretical weight will not be accepted unless specifically and otherwise agreed with the Righton purchasing authority. In these exceptions, where actual quantity is discovered different to theoretical then an invoice adjustment or credit note will be required.*

Section 7 – Unloading of Goods

7.1 Materials requiring mechanical equipment for unloading will be completed by fork lift trucks. Would suppliers and freight forwarders please ensure that the vehicles selected for delivering goods to Righton are suitable according to our method of unloading, and that loads can be accessed from the sides of vehicles. Please note: None of the Righton locations has any overhead cranes. Righton does not have facilities for unloading containers.

Section 8 – Health and Safety

- Drivers must observe site rules at all times.
- Hi-Visibility jackets must be worn at all times whilst on the premises.
- Drivers must observe a 10 mph speed limit while on the premises.
- Do not reverse the vehicle on our premises unless under the supervision of our staff. Ensure that all hand signals are agreed and understood beforehand.
- Check load is safe for unloading.
- Do not bar-off goods.
- Drivers are strictly forbidden to offload their own vehicles.
- Drivers must keep a safe distance of at least 3m away from FLT's or the Load (whichever is nearer) during unloading operations.
- Drivers must adhere to the Company's No Smoking Policy.

Section 9 – Specific Product Related Information

9.1 **Hazards.** Suppliers are required to supply Righton Ltd with information concerning any known health and safety/environmental hazards (e.g. COSHH, RoHS, REACH) that is inherent in materials which may come to light during subsequent handling, use, installation or servicing.

9.2 **REACH.** Suppliers are required to be aware of their obligations under the European Union regulations concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) any relevant information to be forwarded to the Righton REACH contact:-

Lee Shuck, Quality Manager,
Righton Limited, Righton House, Elliott Way,
Nexus Point, Holford, Birmingham, B6 7AP
T:+44(0)121 332 3817
F:+44(0)121 356 4077
lee.shuck@righton.co.uk

9.3 **SVHC.** Suppliers are required to review the candidate list of substances of very high concern and advise the Righton REACH contact of any materials that are supplied that may contain any of the listed substances. Suppliers are required to check status of list and address any additions / changes:-

http://echa.europa.eu/chem_data/candidate_list_table_en.asp

9.4 **Radio Active Stainless Steel.** Due to concerns of radiation contamination no materials should be supplied from the following Indian sources:-

- Vipras Casting
- Bunts
- Laxmi
- SMK Steels
- Pradeep Metals

9.5 **Conflict Minerals.** In 2010, the U.S. Dodd-Frank Act was passed concerning “Conflict Minerals” originating from the Democratic Republic of the Congo (DRC) or adjoining countries.

9.5.1 “Conflict Minerals” are generally considered as being the following chemical elements mined within the DRC or adjoining countries.

- Tantalum (Ta)
- Tin (Sn)
- Gold (Au)
- Tungsten (W)

9.5.2 No material may be supplied to Righton manufactured from “Conflict Minerals”.

9.5.3 A declaration statement relating to “Conflict Minerals” status of any products supplied must be sent by email to Righton Ltd Quality department (quality@righton.co.uk), prior to supply.

9.5.3.1 To assist the supply chain, a declaration spreadsheet has been created by the EICC and the GeSI. This is available via the website link given below. This spreadsheet may be downloaded and emailed to Righton.

<http://www.conflictreesmelter.org/ConflictMineralsReportingTemplateDashboard.htm>

9.6 **Nonconforming Product.** Where any supplier becomes aware that nonconforming material including counterfeit, suspect and/or unapproved parts, has been supplied, they are required to inform Righton Ltd of this immediately.

9.6.1 In any scenario as described in 9.6 above, the supplier is to seek approval from Righton Ltd with regards to final disposition of nonconforming product.

9.7 **Product Definition.** Suppliers are required to notify Righton immediately of any changes in product definition.

9.8 **US International Traffic in Arms Regulations (ITAR).** Suppliers are required to notify the Righton purchasing authority, if any goods, technology, software or technical assistance (as relevant) referenced on a Righton purchase order are controlled under the US international Traffic in Arms Regulations (ITAR). If so, please provide the following information within 7 days of acceptance of the order: Description of material, Righton part number, and US Munitions List Category.

9.8.1 If no response relating to ITAR is received from the supplier within 7 days of acceptance of any purchase order for goods, technology, software or technical assistance (as relevant), it will be deemed that ITAR does not apply.

Section 10 - Security

10.1 Suppliers should make their delivery drivers aware of the potential risks involved in relation to lorry theft, especially when delivery may involve an overnight stop. Guidance:-

10.1.1 Drivers should not Park outside of, or near to, Righton premises overnight

10.1.2 Drivers should seek to park at a secure Truck-Stop. Information may be obtained from the relevant regions' Highways agency:-

- England – Highways Agency <http://www.highways.gov.uk/>
- Scotland – Traffic Scotland <http://www.trafficScotland.org/>

Section 11 – Subcontract Processing (Hire Work)

11.1 **Sub-sub-contract.** Where a supplier elects to subcontract any element of production and/or special process then this shall be formally documented and agreed beforehand with the appropriate Righton purchasing authority – (also see 11.2 below).

11.2 **Control of Work Transfers.** Suppliers are required to notify the relevant Righton purchasing authority in the event of any changes or deviations from the planned product realization route in relation to the supply or processing of materials against a Righton purchase order/contract. Where this happens, the supplier must seek written agreement from the relevant Righton purchasing authority before proceeding. *Example scenario, potential impact/risk, and recovery plan:-*

11.2.1 **Scenario:** Temporary or permanent transfer of work to an alternative location outside of the supplier's facilities.

11.2.2 **Potential Impact/Risk:** Late delivery, materials not manufactured or processed within scope of approval, materials not supplied in accordance with the agreed contract Quality Plan.

11.2.3 **Recovery options:** (a) Supplier defines the process to control and validate the quality of work as per the customer requirements and agrees this with Righton. (b) Alternative facility or process evaluated and approved by Righton QA representatives and/or by third party. (c) Written concession granted to deviate from the agreed process route.

11.3 **Shortages & Damage.** Subcontract processing companies must immediately advise Righton of any shortages or damaged materials with regards to goods delivered to them by Righton or Righton suppliers.

11.4 **Unsuitable Materials.** Subcontract processing companies must inform Righton if goods are unsuitable for processing. In this regard, please advise the appropriate Righton purchasing authority as soon as this becomes apparent.

11.5 **Identification, Traceability & Configuration Status.** Subcontract processing companies must maintain identity and traceability of goods from original receipt to despatch (see Section 4, Product identification Requirements). Furthermore, all subsequent advice paperwork raised must correlate with the goods in terms of Cast/Batch references (see Section 6, Delivery Documentation).

Section 12 – Quality Plans

12.1 Where contractually agreed, Quality Plans may be required in order to support the manufacturing and supply of goods and services to Righton. This will usually be driven by the requirements of Righton customers in relation to the supply against high risk / high value contracts.

12.1.1 Quality Plans identify controls to be used against processes, standards and specifications involved, and the levels of inspection and authorities employed at each stage. These stages are formulated in a logical step by step sequence of operations, such to allow for

- ease of operations
- the minimisation of contract related risks
- and to provide an effective checklist for monitoring quality

12.2 Where the supply of supplier Quality Plans are required it will be stated on the relevant Righton purchasing document or supporting information.

12.3 Quality Plans are to be established in accordance with AQAP 2105 'NATO Requirements for Deliverable Quality Plans'.

12.4 Quality Plans are to be submitted in draft form within 28 working days from purchase order placement to the Righton Quality Department for review and approval.

Note: AQAP 2105 standard is available for download from the NATO Standardization Office website: <http://nso.nato.int/nso/>

Section 13 – Defence Contracts

13.1 **Product Verification Release.** Where an order is in aid of a Ministry of Defence contract then Righton QA representatives and/or our customer's representatives will be afforded the right to verify product at the supplier's premises for the purpose of confirming that specified requirements have been met. In this regard, verification arrangements and method of product release will be shown on the applicable purchase order or supporting document. Verification will not absolve the supplier from providing acceptable product, nor will it preclude subsequent rejection.

13.2 **Submarine 'First Level' / Safety Critical Materials.** Righton purchase orders relating to the procurement of raw materials intended for subsequent use within a 'First Level' submarine system will be highlighted as follows: '**This item is for a MoD contract. First Level requirements are applicable**'. Where this statement appears on Righton purchase order documents it requires manufacture and supply of raw materials in accordance with the requirements of MoD publication SSP 25 Quality Assurance for Safety in Submarines (Issue 3). This standard may be obtained via a written request to the Prime / Main defence contractor – (contact Righton Quality Manager for clarification or assistance, where required).

13.3 Concession Requests. Requests for concessions to accept nonconforming materials are to be processed in accordance with DEF STAN 05-61: PART 1 – Quality Assurance Procedural Requirements: Concessions. This standard is available from the UK Defence Standard website: <https://www.dstan.mod.uk/index.html>

Section 14 – Control of Records

14.1 Records created in support of the supply of materials or services against Righton purchase orders are required to be retained for a minimum specified period as indicated in the table below.

Order type	Minimum Retention Period from the date of a Righton P/O
Commercial	5 years
Aerospace	7 years
Defence Contract 'First Level'	25 years after the lifetime of vessel
Civil Nuclear	70 years

14.2 Records can be maintained in hard copy (preferred), or colour scanned (where applicable) to electronic format. Records shall remain legible, readily identifiable and retrievable.

Section 15 – Document Change History

Issue number and date	Summary of change
issue 11 – 10/08/16	<ul style="list-style-type: none"> - Change of address for Righton Bristol Service Centre - Addition of section 15 – Document Change History