



**Quality Assurance
Conditions
of Purchase**

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INTRODUCTION

■ The purpose of this document is to provide information and guidance to our Approved Suppliers in order to assist them in meeting our requirements with regards to packaging, handling, safety, delivery, and overall quality assurance of all goods supplied against Righton purchase orders.

■ As part of our ongoing commitment to our customers and in keeping with our programme of continuous improvement, all our suppliers will be graded and monitored continually for their delivery performance and their ability to consistently meet our specific purchase order and Quality Assurance requirements. The information gathered will be used to rate suppliers according to their overall delivery performance during a given period. Where the rating falls below 90%, suppliers will be advised of this and required to investigate the underlying cause of nonconformance(s) and to forward a corrective action plan to the Righton Quality Controller.

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

■ In accepting a Righton purchase order the Supplier provides authorisation to allow Righton representatives, and/or our customer's representatives, 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 our specified requirements are being met.

■ 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 a Righton purchase order. Acceptance of a Righton purchase order will constitute agreement to these conditions.

■ 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/media/conditions_of_purchase.PDF

DELIVERY ADDRESSES AND CONTACT NUMBERS

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.

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

Righton Ltd - Head Office (Purchasing & Export Sales)

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

Tel: +44 (0)121 356 1141 Purchasing Fax: +44 (0)121 356 7359
Delivery Times: Monday – Friday 0800 – 1330

Righton Plastics

Unit H1
Elliott Way
Nexus Point
Holford
Birmingham B6 7AP

Tel: +44 (0) 0121 356 4477 Fax: +44 (0)121 356 4522
Delivery Times: Monday – Friday 0800 – 1330

Righton Fasteners

Unit H2
Elliott Way
Nexus Point
Holford
Birmingham B6 7AP

Tel: +44 (0) 0121 356 8181 Fax: +44 (0)121 344 4028

Birmingham Service Centre

Righton Limited
Brookvale Road
Witton
Birmingham B6 7EY

Tel: +44 (0)121 332 3862 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
Units 7-10 Waverley Road
Beeches Industrial Estate
Yate
Bristol BS37 5FF

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
Units 5/6, The Nelson Centre
Portfield Road
Hilsea
Portsmouth PO3 5SE

Tel: +44 (0)2392 623086 +44(0)2392 623088
Fax: +44 (0) 2392 623090
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

Perkins Haulage (Marine Plate)

Righton Limited
C/O Perkins Haulage
Upper Brook Street
Walsall
West Midlands WS2 9PA

Tel: +44 (0)1922 619400 Fax: +44 (0)1922 638324
Delivery Times: Contact for details
Deliveries over 3T must seek timed booking slot.

PACKAGING - SHEET & PLATE ORDERS

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.

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

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

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

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.

PACKAGING - ROD, STRIP, WIRE, COIL AND TUBE

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

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

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

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.

PACKAGING – OTHER ITEMS

Due to the nature of our business we often purchase materials of a type which falls outside of our general range. In these instances the following will be applicable:-

All orders must be packed in such a way so as to avoid potential damage and deterioration through movement.

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

Sheet Items:-

Packaged as per above instructions (see *PACKAGING - SHEET & PLATE ORDERS*), 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.












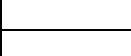



















PRODUCT IDENTIFICATION

Each bundle, box, case, or pallet must be clearly labelled showing the following information at a minimum, as applies:-

- Righton's Purchase Order number.
- Supplier's Order number or other suitable reference to delivery document.
- Cast, Heat or Unique number to provide suitable reference to certification.
- Nett Quantity.
- Description of goods.

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

METALS STOCK COLOUR CODE CHART

DESCRIPTION	COLOUR		DESCRIPTION	COLOUR	
Brass			Stainless Steel		
CW614N (CZ121M) Imperial	Yellow		1.4401 (316S31)	Green	
CW614N (CZ121M) Metric	Black		1.4404 (316S11)	Green	
CW606N (CZ131M) Imperial & Metric	Red		1.4301 (304S31)	Red	
CW712R (CZ112M) Naval	Blue		1.4307 (304S11)	Red	
CW602N (CZ132M) Imperial/Metric	Purple		1.4305 (303S31)	Yellow	
Bronze			1.4005 (416S21)	White	
CW721R (CZ114M) Manganese Bronze	White		1.4057 (431S29)	Black	
CW451K (PB102) Phosphor Bronze	White		1.4541 (321S31)	Blue	
SAE 660 Bronze	Green & Red		Aluminium		
PB1 Bronze	Yellow		2011	Yellow	
CA104 Aluminium Bronze	Green		2011 i	Brown	
Cast Iron			2011 r	Purple	
ECB Grade F1, UNIBAR 250 GG25	White		2014	Red	
ECB Grade F2, UNIBAR 300 GG300	Red		6012 i / 6028	Black	
ECB Grade N2, UNIBAR 400/15 GGG40	Yellow		6026	Green	
ECB Grade N3, UNIBAR 500/7 GGG50	Green		6082	Blue	
Notes: Colour code 1 end, 1 face minimum Apply colour code at Goods-in. Do not use colour code as a batch number substitute			6262	White	
			6262 r	Orange	

CERTIFICATION

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 applies:-

- 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 .
- 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.
- 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.

DELIVERY DOCUMENTATION

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; where unit of measure is weight then actual weights must be used, the use

of theoretical weights is prohibited except where agreed with purchasing authority, where theoretical weights are used this must be clearly stated on delivery documentation, where actual quantity is discovered to be different to theory then adjustment to invoice or credit will be required.

OFFLOADING OF MATERIALS

Materials delivered into Righton will be offloaded via fork lift truck, please ensure that vehicle used is suitable for materials being delivered and that they will be easily accessed from the side of the vehicle. We are unable to offload containers.

HEALTH AND SAFETY

- Drivers must stay with their vehicles while on the premises.
- Hi-Visibility jackets must be worn at all times while on the premises.
- Drivers must observe a 5 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 adhere to the Company's No Smoking Policy.

SPECIFIC PRODUCT RELATED INFORMATION

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

▪ **REACH.** The supplier is 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, QA Controller, Righton Limited,
Brookvale Road, Witton, Birmingham, B6 7EY
T:+44(0)121 332 3861
F:+44(0)121 356 4077
lee.shuck@righton.co.uk

▪ **SVHC.** The supplier is 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. The supplier is required to check status of list and address any additions / changes.

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

- **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.

- **Nonconforming product.** Where the supplier becomes aware that nonconforming material has been supplied, they are required to inform Righton Ltd of this immediately.

- **Product definition.** The supplier is required to notify Righton Ltd immediately of any changes in product definition.

SECURITY

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

- Drivers should not Park outside of, or near to, Righton premises overnight.
- 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/>
- Drivers should take the advice given in the VOSA security advice for drivers leaflet.

<http://www.vosa.gov.uk/vosacorp/repository/Security%20Advice%20for%20Drivers.pdf>

SUBCONTRACT PROCESSING (HIRE WORK)

Authorisation for any hire work subcontracted processing of a Righton order must be obtained from the Righton purchasing authority.

Subcontract processing companies must immediately advise Righton of any shortages or damage with regards to goods delivered to them by us or by our suppliers.

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.

Subcontract processing companies must maintain identity and traceability of goods from original receipt to despatch (see page 7, 'Product Identification' for requirements). Furthermore, all subsequent advice paperwork raised must correlate with the goods in terms of Cast/Batch references (see page 9, 'Delivery Documentation' for requirements).

DEFENCE CONTRACTS

Where the order is in aid of a Ministry of Defence contract then our quality representatives and 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 are being met. In this regard, verification arrangements and method of product release will be shown on the applicable purchase order document. Verification activity will not absolve the supplier from providing acceptable product, nor will it preclude subsequent rejection.

RECORDS

All records related to the order must be maintained by the supplier for a minimum period of five years from the date of the Righton purchase order. Note: for aerospace related purchase orders the minimum records retention period will be seven years.