

### 1.0 Overview of Requirements.

All tooling supplied to Erodex must be delivered with the following supporting documentation:

- Certificate of Conformance
- Dimensional Report

Erodex will not accept delivery of any tooling / fixtures that do not arrive complete with the supporting documentation described.

Each tool must be identified with the individual serial number supplied by Erodex at point of order.

### 2.0 Certificate of Conformance Requirements.

The certificate of conformity must be signed by the vendors approved representative.

### 3.0 Dimensional Report Requirements.

Dimensional reports must be supplied with each individual tool. For example, if an order is raised for 10 off of a single design, Erodex require 10 individual dimensional reports. The dimensional data must be recorded on the supplied Declaration of Product Conformance / Critical Inspection Report Template, CMM report or similar customer template. If Erodex only require a percentage of the tools batch tested, quantities are to be agreed prior to manufacture.

All dimensional analysis carried out must be completed within a temperature-controlled environment set between 18°C and 22°C.

The serial number identified on each dimensional report must be taken from the corresponding tool, so that full traceability of dimensional conformance is available.

Where Erodex have produced the drawing, each critical dimension will be annotated. Should inspection requirements not be clear at point of order, the supplier must contact their Erodex representative for guidance.

Note: Any inspection equipment used to validate Erodex tooling or fixtures must be traceable back to national standards.

### 4.0 Matrix

On the following page is a matrix which highlights the required documentation for various other types of products, which are procured by the Erodex Tooling Division. Vendors must deliver goods and services with the level of documentation stated within the matrix.

	Delivery Note	Inspection Report	Certificate of Conformance	Raw Material Mill Certificate or C of C	Material Test Certificate	Calibration Certificate (traceable to ISO17025 accredited Laboratory)	Service Report
Design / CAD / Drafting Services	✓	X	X	X	X	X	X
Tooling / Fixtures / Gauges (not plug gauges)	✓	✓	✓	X	X	On Request	X
Plug Gauges	✓	X	✓	X	X	On Request	X
Special Processes (Heat Treat, Anodising, etc)	✓	X	✓	X	On Request	X	X
Raw material (Steel, Copper, Aluminium, etc)	✓	X	X	✓	On Request	X	X
Swaged Tubes	✓	X	✓	On Request	On Request	X	X
Work Holding Devices (Erowa, 3R, etc)	✓	X	X	X	X	X	X
3D Printed Products	✓	X	X	X	X	X	X
Calibration Services	✓	X	X	X	X	✓	X
Printing Services (Including Graticules)	✓	X	X	X	X	X	X
Machine Servicing / Maintenance	✓	X	X	X	X	X	✓
Fasteners	✓	X	X	X	X	X	X
Cutting Tools (drill bits, etc)	✓	X	X	X	X	X	X
Hydraulic & Lubrication Systems	✓	X	X	X	X	X	X
Stationary, Packaging, General Consumables, Toiletries	✓	X	X	X	X	X	X
Key:							
✓ Please supply with goods / services							
X = Not required							
On Request = Please supply where stated as a deliverable on the Erodex purchase order							

## 5.0. External Provider Requirements

### As an external provider to Erodex, you must

- Notify Erodex of nonconforming processes, products, or services and obtain approval for their disposition.
- Notify Erodex of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organisation's approval.
- Flow down to your external providers any applicable requirements including customer requirements.
- Provide test specimens for design approval, inspection/verification, investigation, or auditing.
- Retain documented information, including retention periods (6 years) and disposition requirements.
- Allow the right of access by Erodex, our customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.
- Ensure the approval of employee's competence, including any required qualifications.
- Ensure that persons are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behaviour.
- Prevent the use of counterfeit parts; a counterfeit part is identified as:

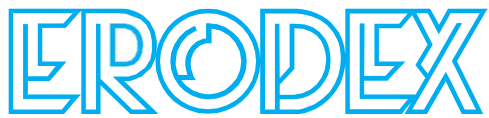
*An unauthorised copy, imitation, substitute, or modified part (e.g. material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorised manufacturer.*

Counterfeit parts include, but are not limited to:

- a) Parts not containing the proper material grade that is consistent with the drawing's requirement.
- b) Used, refurbished, or reclaimed parts represented as new products.
- c) Parts which have not successfully completed the full production or test cycle in accordance with Quality Plan or Purchase Order Requirements, or the requirements of the Original Component Manufacturer that are represented as completed products.
- d) Parts sold or delivered with modified markings or labelling intended to misrepresent the fit, form, function, or grade of the intended product.

Please be aware that Erodex monitor suppliers in the following areas, monthly:

- OTD
- Average Days Late
- Reject Percentage



THE LEADING EDGE

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By signing below, you agree that as a supplier to Erodex the organisation will adhere to the terms & conditions stated within this document.

■ **Supplier Representative** (representative must have the authority to sign this document on the supplier's behalf)

Company \_\_\_\_\_

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_