



**Registered Head Office & PCB Fabrication** | Newbury Electronics Ltd, Faraday Road, Newbury, Berkshire, RG14 2AD  
 t | +44 (0) 1635 40347 e | sales@newburyelectronics.co.uk

**PCB Assembly** | Newbury Electronics Ltd, Unit 6 River Park Industrial Estate, Ampere Road, Newbury, Berkshire, RG14 2DQ  
 t | +44 (0) 1635529799 e | sales@newburyassembly.co.uk

**Payment accepted via BACS:** Barclays | **Sort Code** 20-59-14 | **Acc No.** 40663999 | **Newbury Electronics Ltd**  
 VAT No: 199294011 | Company registered No. 647234 (England) | Directors: Philip E King MA(Cantab), MBA, FCA. & Selina A King

[www.newburyelectronics.co.uk](http://www.newburyelectronics.co.uk)



## **NEWBURY ELECTRONICS LTD AS9100 / EN13485 PURCHASING REQUIREMENTS ON SUPPLIERS**

**Newbury Electronics Ltd operates both AS9100 and EN13485 quality systems. As such, all orders issued by Newbury Electronics Ltd entitled 'Subject to AS9100', or 'Subject to EN13485' are dependent on the following conditions:-**

### **For fabricated parts to be made to their drawings:-**

1. Any raw material purchased to make our parts needs to have verification that it meets the applicable specifications (this would normally be in the form of a test certificate from the supplier).
2. Where traceability is a requirement of the order copies of the appropriate test certificates must be supplied with the parts.
3. First article inspection reports (FAIR's) should be generated for new parts and supplied with the first delivery. For mechanical components the report should include, as a minimum, measurements of all dimensions from Newbury Electronics Ltd's drawing together with the material certificate and certificates for any surface treatment. For circuit sub-assemblies and cable assemblies the report should include certificates showing that all parts used correspond to the parts lists together with records of the assembly process and inspection operations. AS9102 formats for FAIR's are preferred.
4. Any programmes, tools or fixtures used to make Newbury Electronics Ltd's parts should be validated before use for production (this can be done by carrying out a first article inspection on a part) and periodically checked thereafter. Records of process validations must be retained.
5. Where standards are called up on drawings then unless a specific revision is called up the most recent revision should be used.

### **For fabricated parts to be made to their drawings AND distributed electronic components:-**

1. A Certificate of Conformity must be supplied stating that all of the products detailed on the delivery note have been inspected, tested, and unless otherwise stated, conform in all respects with the requirements of the contract or order. Please state the Quality Management System standard used and the certificate number (where applicable) that the items were manufactured in accordance with.
2. Newbury Electronics Ltd must be advised in advance of any change to processes used to make our parts, changes of suppliers and changes of manufacturing facility location. Changes to process include changes to CNC programming or translation to another media, changes in tooling and changes in inspection method. If Newbury Electronics Ltd agree to the proposed change then a first article inspection (either delta or full as appropriate) should be carried out to validate the change. New FAIs should also be performed when there has been a lapse in production for 24 months or when either a natural or man-made event has occurred

which may affect the manufacturing process. Copies of FAI reports must be forwarded to Newbury Electronics Ltd. Records of validations of process changes must be retained.

3. Newbury Electronics Ltd must be advised of any non-conforming products before shipping. Newbury Electronics Ltd may, depending on the nature of the non-conformance, allow the parts to be supplied under a concession but is under no obligation to accept any parts that are not to specification.
4. If it is found that non-conforming material/product has already been shipped, then Newbury Electronics Ltd must be advised within 24 hours of the discovery.
5. Newbury Electronics Ltd, Newbury Electronics Ltd's customers and any regulatory authorities shall be allowed rights of access to all facilities used in manufacturing parts and to all applicable records. This applies to any level of the supply chain.
6. All applicable requirements listed in this document and the purchase order must be flowed down the supply chain.
7. No part of an order may be sub-contracted without Newbury Electronics Ltd's consent. Where such consent is given it is conditional upon your sub-contractor accepting these conditions of purchase.
8. Any records relating to Newbury Electronics Ltd parts or orders must not be disposed of without the permission of Newbury Electronics Ltd. If permission is given to dispose of records then it must be done in a manner to ensure confidentiality.
9. The supplier shall only accept agreements and instructions in writing (e.g., letter, fax, e-mail). Verbal agreements and instructions shall not be construed as approval or authorization to proceed. Similarly Newbury Electronics Ltd requires notifications of changes in process, details of non-conformance and requests for concession to be in writing.
10. The supplier shall prevent and mitigate the use of counterfeit parts through the use of a suitable plan (SAE AS5553 for electronic components or SAE AS6174 for non-electronic product).
11. Newbury Electronics Ltd's products are used in aerospace, defence and other demanding applications. The supplier shall ensure that persons working on Newbury Electronics Ltd parts are aware of the effect that non-conformity can have on product reliability/safety.
12. Newbury Electronics Ltd will monitor supplier product/service conformity and delivery performance. Action will be taken when performance is deemed to be unsatisfactory.
13. Newbury Electronics Ltd expects all its suppliers to behave in an ethical manner and comply in all situations with foreign and domestic laws and regulations (including The UK Bribery Act 2010) against bribery, corruption, and influence peddling.
14. To support the responsible sourcing of minerals within our supply chain, NEWBURY ELECTRONICS LTD's suppliers are, with regards to certain minerals (Tin, Tantalum, Tungsten and Gold including their derivatives) originating in the Democratic Republic of the Congo or its surrounding countries, expected to have in place a supply chain policy and processes to undertake:
  - a reasonable inquiry into the country of origin of Conflict Minerals incorporated into products it provides Newbury Electronics Ltd; and
  - due diligence (with reference to OECD/CFSI guidance or similar) of its supply chain, as necessary, to determine if Conflict Minerals sourced from the Covered Countries directly or indirectly support unlawful conflict there; and
  - risk assessment and mitigation actions necessary to implement the country of origin inquiry and due diligence procedures.
15. Newbury Electronics Ltd must be informed of any changes in a supplier's quality certification, registration, or accreditation within 48 hours of receiving notification of the change.
16. Suppliers are expected to be committed to upholding the human rights of workers, and to treat them with dignity and respect as defined in the International Labour Organisation (ILO) Conventions.

17. Suppliers shall ensure that all their operations, including their own supply chain, comply with all applicable environmental, data protection & health and workplace safety laws and regulations.
18. Suppliers must ensure that illegal child labour is not used in the performance of work. They must also adhere to regulations prohibiting human trafficking and comply with all applicable local laws in the country or countries in which they operate.
19. Suppliers must ensure that their business practices are in accordance with all laws, directives and regulations governing the import or export of parts or technical data.

For all queries regarding the above, please email [chris@newburyassembly.co.uk](mailto:chris@newburyassembly.co.uk)