

# NIS Limited

## Supplier Guidance Notes

Issued by	Position	Date	Issue
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### 1. BACKGROUND

When an order is placed by NIS that includes a Sub Contract specification it is very important that the specification is read and understood before starting any work. Check you have all the correct materials and/or drawings listed on the left and that the description and scope of supply is clearly understood. Then note the Certification, Inspection and Documentation requirements on the right hand side of the sheet, this shows what the NIS inspection requirements are and what documentation is required. There may be documentation required before manufacture can commence, the following sections explain the documentation.

### 2. SUBMISSION OF DOCUMENTATION

The documentation codes list documents that you are required to submit. These documents are required to satisfy the contractual requirements placed on NIS by their client and also to satisfy the NIS Quality dept that the work is being carried out to an acceptable Quality standard, using suitably qualified people, approved procedures, correct material and traceable inspection equipment.

When quoting delivery dates you must take into account the time necessary to gain approval of documents PRIOR TO START OF MANUFACTURE.

Any documents ticked in Column A must be formally approved by NIS, and possibly their client, before you start work. Documents ticked at B must be reviewed by NIS before you start work.

When all the documentation submitted has been either approved or reviewed you will be sent formal notice to proceed with manufacture. MANUFACTURE MUST NOT BE STARTED PRIOR TO RECEIPT OF NOTICE TO PROCEED.

Any documents ticked at C must be issued with the completed goods. Failure to submit the correct documentation will delay invoice payment.

All documentation being submitted must be sent directly to the NIS Purchasing Dept, for the attention of the Purchasing Manager. The Purchasing Department must also be sent a weekly progress report, to be available on a Friday before 1:00 pm. This is to enable progress to be monitored and for the scheduling of surveillance, inspection and post-delivery activities.

When submitting procedures for special processes, e.g. weld or NDT procedures the preferred option is to submit procedures already approved by a Nuclear authority or to use an NIS procedure that has a Nuclear authority approval. If a new procedure is required it has to be reviewed by NIS and then submitted to the NIS client for approval before clearance can be given to commence manufacture.

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### 3. MANUFACTURE

When you have clearance to commence manufacture you must ensure that the requirements of the sub-contract specification are followed and signed off as the work is carried out. If there is an NIS hold point you must inform the NIS Purchasing Department who will arrange to send an inspector to verify the activity and sign the required documentations. Where there is a hold point marked 'A' it means that work must be stopped until the activity has been signed off by a NIS representative. It would be helpful to give 2 days' notice of a hold point being reached, to avoid manufacturing delays.

### 4. STAINLESS STEEL

Since surface damage or contamination can, under certain circumstances result in the degradation of corrosion resistant materials it is essential that all stainless steel is handled and stored in the appropriate manner and as a minimum the basic requirements for good handling, segregation, storage and cleaning of stainless steel materials, components must be followed.

### 5. DELIVERY

#### OVERVIEW :

The quality of all goods delivered is to be in line with the following specification.

All goods are to be delivered complete with any surface finish as specified on the drawing.

On completion of the assigned work, it is the sub-contractor's responsibility to inspect all work, to ensure that it achieves or betters this quality specification.

Any agreed concessions, or dimensional deviations must be identified on the Inspection Report and or the Certificate of Conformity and the relevant area of the goods tagged for easy identification.

This completed Inspection Report and or the Certificate of Conformity must accompany all goods delivered to NIS.

If there are any queries, it is the responsibility of the subcontractor to contact NIS.

#### FABRICATIONS

All welds are to be free from porosity and all slag and burn marks removed.

All burrs, saw marks and sharp edges are to be removed and bend lines dressed out.

Any dressing that is required is to be taped off and uniform.

All fabrications are to be straight and within drawing tolerance.

All items are to be inspected to drawing dimensions.

#### MACHINED ITEMS

All burrs, saw marks and sharp edges are to be removed.

All toleranced dimensions are to be protected against damage in handling / storage.

All tapped holes are to be clean and free from oil / swarf.

All items are to be inspected to drawing dimensions.

#### ASSEMBLIES

All assemblies are to be supplied with care taken to avoid damage to any surface finishes.

All assemblies are to be built to a high quality, with all components fitted as intended.

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### TRANSPORTATION

All goods are to be transported in such a way as to avoid damage.

All goods are to be clearly identified with an NIS Order No., Drawing No. and Item No.

### DOCUMENTATION

QA documents as required on the order must be submitted with the delivery, clearly marked for the attention of the Purchasing Department. Missing documentation will result in delayed payment.

## 6. HEALTH AND SAFETY

If the sub-contract involves any work at an NIS controlled site then you are required to provide a Safe System of Work and evidence of the competence of the individuals you are planning to send to site. These must be provided for review before site work can commence. If you are using sub-contractors yourselves then you must provide evidence that you have assessed their Safe Systems of Work and competencies and provide copies of the relevant documents for review before work commences.

## 7. CONDITIONS

If any items are found to deviate from the drawing, where such deviation has not been agreed in advance, or is not identified, then the cost of identifying this deviation will be passed back to the supplier. It is therefore in your interest to ensure that all goods are 100% inspected before despatch.

If re-work is required, where possible, the goods will be returned to the original supplier. If timescales do not permit this (i.e. due to assembly build pressures), after agreeing any costs with the supplier, the re-work will be completed by NIS and an agreed rectification cost back charged to the supplier.

If the timely completion of a purchase order is in any way delayed by NIS, the sub-contractor is to immediately contact either the originator of the purchase order, or the NIS project manager responsible for the relevant contract with details of the reason for the delay.

An official purchase order number should be obtained from the Purchasing Department prior to the commencement of any work.

No additional payments will be made for extra work, unless authorised by an official purchase order amendment.

Please note that all QA documentation as requested on the purchase order is an integral part of the order and that if such documentation is not correctly supplied, the order shall be considered to be incomplete. This may result in rejection of the goods and/or non-payment of invoices.

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### 8. COUNTERFEIT GOODS

NIS Ltd reserves the right to quarantine suspect counterfeit, fraudulent and counterfeit parts. Payment in this case will be held until conclusive results are obtained. Suspect parts may be subject to disposition and details reported to the appropriate authorities. The disclosure of the source and location of supply is to be provided where requested. At this point no payment will be issued to the seller. In cases where payment is made in advance, full reimbursement will be required including any 3rd party testing charges incurred by NIS Ltd.

Definitions:

- Suspect – Evidence exists that the part may be Fraudulent or Counterfeit.
- Fraudulent – Part was misrepresented as meeting customer requirements; includes used parts rep-remented as new parts.
- Counterfeit – Fraudulent part that has been confirmed as being 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.