

Supplier Quality Requirements

4WGN-20001*

Revision 7
9 April 2009
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RESPONSIBLE GROUP: GEO Quality

*Formerly A08/508.01

Denotes Revision

1. PURPOSE

- 1.1 This global engineering specification defines Air Products' requirements for Suppliers' Quality Assurance, Quality Control, Inspection, and associated documents.

2. SCOPE

- 2.1 This specification applies to all materials used in onsite sale of gas (SOG), third-party sale of equipment (SOE), and intercompany projects managed by GEO Worldwide.

3. RELATED DOCUMENTS

3.1 Air Products Engineering Documents

4WGN-20002 Material Requirements

Air Products Project-Specific Documents

Air Products Quality Control Plan
Vendor Data Requirements (VDR) Form

4. DEFINITIONS

- 4.1 **Inspector** can be an Air Products employee, customer employee, or an independent inspection agency/authority hired by either Air Products or its customer.
- 4.2 **Supplier** is any organization on which Air Products has placed a purchase order and any of their subcontractors.

5. SCOPE OF INSPECTION as referenced on the Quality Control Plans is defined as follows:

- **H = Mandatory Hold Point.** An Inspection Point to be attended by the inspector that shall not be passed without written authority from Air Products. The supplier shall formally notify Air Products of readiness for inspection and shall expedite a response from Air Products regarding attendance.
- **W = Witness Inspection.** An Inspection Point to be attended by the inspector, but where fabrication/testing may proceed if the inspector fails to attend on the specified date. The supplier shall formally notify Air Products of readiness for inspection and shall expedite a response from Air Products regarding attendance.

Authorization for this document is on file in the GEO Standards Department.

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- **S = Surveillance.** An Inspection Point where the inspector may attend. When performed, the inspection would normally be performed in conjunction with a Witness Inspection or Document Review activity. The supplier does not need to formally notify Air Products of readiness for inspection, unless Air Products advises to the contrary.
- **R = Document Review.** A review of the documentation or certification, either pertinent to the inspection activity or as a defined requirement in the purchase order. The activity is normally performed during a later inspection visit, otherwise at the offices of Air Products.

6. QUALITY SYSTEMS

- 6.1 Air Products Quality Assurance, Quality Control, and Inspection requirements are as specified in the Air Products purchase order, referenced specifications, and the Air Products Quality Control Plan (where issued). It is the responsibility of the supplier to ensure that all the requirements of Air Products are incorporated into their Quality Control Plan(s) and associated procedures.
- 6.2 It is a condition of the purchase order that the supplier provides sufficient Quality Assurance, Quality Control, and Inspection to ensure that material and services meet the requirements of the order, referenced specifications, and statutory requirements in the country of use. See paragraphs 8.9 and 8.9.1 for material requirements.

7. QUALITY POLICY AND IMPLEMENTATION

- 7.1 It is Air Products' policy that the supplier is fully responsible for the quality of the product or service provided. The supplier shall, therefore, have an implemented Quality Management System and an appropriate level of Quality Control. Monitoring of the supplier's performance by Air Products is conducted by means of an inspection and expediting program and by document review.

8. QUALITY CONTROL AND INSPECTION

- 8.1 Air Products' Quality Control is implemented by a program of source inspections (at the supplier's works or other locations) as identified by Air Products. Inspections are performed by Air Products' inspectors under direction of the Inspection Manager.
- 8.2 The stages of inspection may be stated in the purchase order, the attached specifications, an inspection checklist, or an Air Products Quality Control Plan. These will detail in general terms the inspections that shall be performed by the following:
- Air Products personnel or their delegated inspector.
 - The customer's inspector (when mandated by Air Products' customer).
- 8.3 The Air Products Quality Control Plan represents the Air Products monitoring activities on a supplier. It is likely that suppliers will need to perform more detailed inspection activity to ensure compliance with code or specification requirements or with their own in-house Quality Control Plans.
- 8.4 Only when specifically requested by Air Products shall the supplier submit Quality Control Plan(s) and associated procedures for review by Air Products. Unrequested Quality Control Plan(s) and associated procedures submitted to Air Products will not be reviewed.
- 8.5 The supplier shall make all items as specified by Air Products available for inspection by the Air Products inspector and, when specified, the Air Products customer. The intention is to verify that the supplier has performed an adequate inspection and other quality control procedures have been performed. It is not to be regarded as a substitute for inspection by the supplier.

- 8.6 Many Air Products Quality Control Plan sheets contain the action "Final Inspection." The scope of such inspection includes the appropriate checks (for example, visual and key dimensional inspection, tagging and other identification marking, certification, and documentation) to ensure that the supplier has complied with all the requirements of the purchase order and referenced specifications/attachments.
- 8.7 All nonconformances identified by the Air Products inspector shall be rectified by the supplier in a timely manner. Supplier shall take corrective action(s) to prevent reoccurrence of similar nonconformance(s). Details of such actions shall be advised to Air Products, in writing, within one month of nonconformance(s) being identified.
- 8.8 All measuring equipment used in manufacture and testing shall be subject to a controlled calibration system. If applicable, calibration and maintenance shall be as specified in the pertinent national standards.
- 8.9 Material certification shall meet **all** necessary statutory/code requirements of the country of use.
- 8.9.1 Material certification and country of origin requirements shall be as required by global specification 4WGN-20002.

9. IMPLEMENTATION OF AIR PRODUCTS' QUALITY CONTROL PLAN REQUIREMENTS

- 9.1 Unless otherwise specified in the purchase order, its attachments, or subsequent written correspondence, Air Products requires suppliers to give a minimum of five working days notice of readiness for inspection based on a five-day work week. Inspections shall not be offered on Saturdays or Sundays except by prior written agreement. When there are Air Products customer inspection actions, the supplier shall give a minimum of ten working days notice of all such inspections.
- 9.2 Suppliers shall inform Air Products of all Mandatory Hold points ("H") and all Witness inspection points ("W") for Air Products and customer (where applicable). This notification shall be given to the Air Products Source Inspection department or expediter as specified on the purchase order.
- 9.3 When inspection by Air Products takes place, the test certification and other relevant documentation (for example, Production Data Books) will also be reviewed at that time. When Air Products inspection does not take place, or when it is waived, test certification and other relevant documentation (if not already required by the Vendor Data Requirements (VDR) form) shall be forwarded to Air Products Engineering Data Control at the location and according to the timing indicated in the purchase order. All such documentation shall identify the Air Products purchase order number and tag number as appropriate.
- 9.4 Suppliers shall communicate directly with the approved independent authority to satisfy all the approval and inspection requirements of that authority. When statutory or other regulations require that tests or inspections are witnessed by an independent inspecting authority (IIA), Air Products will not normally duplicate such inspecting activity, but will reserve the right to review documentation of such inspections.