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Introduction

The purpose of this document is to define requirements for suppliers to Cross Manufacturing, with the aim of promoting class-leading service, delivery, and quality performance. This document also defines how our customer's requirements will be flowed down to our supply base.
Should there be concerns or clarification needed over the contents of this document, we would encourage our suppliers to open a dialogue with us as soon as it is identified so that it can be resolved before any impact on us, our customers, and you the supplier.
The document consists of 3 sections: -

- General and System requirements
- Clauses XPC01 to XPC99 — Specific purchase order requirements. Required only when stated on the purchase order.
- Clauses XPC100 onwards — Mandatory purchase order requirements. Required on all purchase orders.

Scope

This document applies to all Cross Manufacturing Suppliers with 'Approved' and 'Conditionally Approved' status.

Any requirements flowed down to Cross suppliers through this document shall be auditable, and the supplier shall be able to provide objective evidence of compliance.

Confidentiality and Legal Compliance

The Supplier shall agree to comply with Cross Manufacturing's Purchase Order Terms & Conditions (CMR1001) and this document, both of which are available on www.crossmanufacturing.com and agrees further that CMR1000 and CMR1001 form part of the supply agreement between Cross Manufacturing Company (1938) Ltd and the Supplier.

Where sensitive process documentation has been requested, the Supplier should open a dialogue with Cross to address any concerns. However, upon request reasonable access to such documents shall be made available to Cross Manufacturing or Cross's customer at the suppliers premises.
All documentation received at Cross will be held in the strictest confidentiality. Where a supplier does not provide an entire copy of a requested document, they shall provide evidence which cross-references the master document as follows: -

- Document title
- Process description
- Issue status
- Approval Status
- Issue and Approval Date

Where appropriate, confidentiality agreements can be agreed and signed between Cross and suppliers.

Supplier Approval Process

- Suppliers shall not receive a PON plus CMR1000 clauses unless they are listed on the internal 'Approved Suppliers List' within Cross. The approval process is normally run concurrently with an initial order. At this stage, the supplier is given 'Conditional' status. Once the goods are delivered against this order, they are used to assess the supplier's initial ability to meet the requirements set. Cross will also seek to establish the customer and international standard approvals held by that supplier.
- Once the supplier is found to be satisfactory, the Approved supplier list is updated and further orders can be placed.
- Ongoing, approval status and supplier performance is monitored (XPC112), and a re-approval is completed on a regular timescale.
- Continued poor supplier performance will ultimately lead to disapproval and removal from the list.
- Where special processes are called out, it is a mandatory requirement for the supplier to provide current evidence of both Nadcap approval and design authority approval.

Supplier Quality System Requirements

- The minimum acceptable quality system registration for a new supplier is ISO9001 unless written approval of exception is given by Cross Manufacturing.
- Suppliers who are not registered to ISO9001 must have systems in place that are compliant to ISO9001, to ensure they meet Cross Manufacturing Quality, Cost, and Delivery requirements.
- Suppliers shall be selected for development, based upon their demonstrated performance and the importance of the product supplied, with the goal of supplier conformity with the appropriate international standard: -

  - Automotive supply IATF16949
  - Aerospace supply AS9100
  - Calibration ISO17025

- Suppliers who meet the AIAG applicability rules for becoming an IATF16949 supplier are strongly encouraged to pursue certification. In the meantime, as a minimum, these suppliers shall follow PPAP and APQP rules and all requirements listed in this manual.
- Cross Manufacturing expects its suppliers to manage the quality of their supplier base. Cross Manufacturing understands that its suppliers must occasionally use sub-suppliers who are not ISO9001 registered due to factors such as their size, volume, specialty products, etc. Cross does not prohibit the use of these suppliers.
- Environmental performance is a significant component of good business management. Cross manufacturing therefore expects suppliers to either hold accreditation to ISO14001, or be able to demonstrate they either have compliant systems in place or are actively working towards compliance. The Supplier shall hold an environmental policy with specific environmental objectives.

Definitions

The table below gives some general guidance to various prefixes and terms used by Cross.

CAS – prefix	Cross Acceptance Standard (e.g. CAS001). These are a range of documents used to define specific requirements for certain supplied goods.
Intermediate container	A pack container used within the shipping container to separate individual line items
Lot/batch container	Packaging that separates each unique lot from all others. Goods from only ONE purchase order shall be contained within a shipping container.
NCR - prefix	Non-Conformance Report - Bath or Devizes
CAR - prefix	Corrective Action Report - Bath or Devizes
PON – prefix	Purchase order raised by Cross Manufacturing - Bath or Devizes
Shipping container	A single consolidated exterior shipping container.
Special Process	A process which modifies or changes the inherent physical, chemical, electrical or metallurgical properties of an item, or non-conventional methods of material removal/deposit which cannot be fully evaluated by non-destructive means, or those used to maintain process control such as non-destructive testing.
WOR – prefix	Cross manufacturing serialised Works order number – Bath or Devizes.
CTQ – Critical To Quality	A feature on a Cross drawing that is considered key to the product Quality
CTM – Critical To Manufacture	A feature on a Cross drawing that is considered key to successful control of the manufacturing process.

XPC01. Certificate of Conformity

The supplier shall provide a certification of conformance with each shipment.
The Certification shall include:-

1. Suppliers name and address
2. Cross Purchase Order number and revision level (only one PO per certificate),
3. Clear identification of Purchase Order line item number(s) and release(s)
4. Part number / material specification(s) and revision level(s)
5. If applicable, suppliers part number
6. Supplied quantity, and any applicable serial numbers, batch numbers or date codes.
7. Any applicable 'Special Process' specification numbers and revisions (see XPC107)
8. Any applicable process datacard reference number and revision
9. Any material specifications and revision level used to produce items.
10. Key Additional Traceability information:-
    - For raw materials, the certificate shall reference the serial number of any release note from the original material source. A copy of the original release note shall be supplied.
    - For items manufactured from free issue material, the certificate shall reference any traceability information detailed on the purchase order.
11. The reference number of any Cross Mfg approved part submission warrant (PSW) or FAIR applying to this shipment.
12. A Statement of conformance that the parts / materials conform to the applicable drawings, specifications and purchase order requirements.
13. The Date of issue and a record of authorisation of the certificate.

Additional Requirements for Process Verification

14. Actual hardness value obtained from a representative sample of the product. This is needed **only** where:-
    - Specifically required on the purchase order / part drawing
    - As part of required testing to meet a specification for supply (e.g. a raw material specification).
    - Such testing shall be performed by a laboratory (either captive or external) within its applicable scope of approval, and to meet any Special Process approvals (e.g. Nadcap).

    Supporting documentation in relation to the certificate of conformance shall be maintained by the supplier as required by XPC109.

XPC02. Release to C.A.A. A.N.O. Conditions (not used)

The requirements of this clause no longer apply. Clause left to maintain availability.

XPC03. Release to Cross Mfg Customer Requirements (Flow-down)

When indicated by the purchase order, items supplied are to be manufactured, and certified in accordance with the requirements of the controlling organisation (OEM / Prime) and their sub-tier control documents. The supplier shall hold and maintain the controlling organisation approvals required, both process-specific and quality systems.
Typical order requirements are: -

- Rolls Royce SABRe Edition 3 applies
- Messier-Dowty Supplier P.R.I.D.E. applies
- GE Aviation SQ93 applies
- Goodrich ES-31-603 applies
  (Typical Order Notes “XPC03 – Rolls-Royce SABRe Edition 3 applies”)

XPC04. Material Chemical Analysis and Mechanical Tests Report

Items are to be supplied with a test report detailing acceptance criteria and actual test results, to verify that all required properties comply with the applicable specification requirements.
As a minimum, material test reports shall include: -

- Name of organisation
- Sample identity
- Material specification or the standard being applied for testing
- Test method used
- Required results
- Actual results
- Statement of compliance or non compliance to specification
- Any limitations or restrictions of the testing
- Date the test was performed
- Technician who performed the test / evaluation
- Signature of the testing company representative
- Reference to any relevant laboratory qualifications (e.g ISO17025)

All equipment used for Chemical and Mechanical testing shall comply with XPC105

XPC05. Test / Calibration Certification

A Calibration Certificate is required.
As a minimum, the Certification shall include: -

- Instrument / equipment number
- Make and model of instrument calibrated
- Standard used during calibration
- Method of calibration
- Required accuracy
- As found and as left data at each calibration point
- Offset as found and as left (as required)
- Any intentional offset as left
- Sensitivity (when required)
- Statement of acceptance or rejection
- Any limitations or restrictions of the calibration shall be included
- Date the calibration was performed
- Technician who performed the calibration
- Calibration company
- Signature of the calibration company representative

All equipment used for the purposes of calibration or testing shall comply with XPC105

XPC06. Substantiation / Qualification Reports for Special Processes

A Substantiation report is required for qualification of a special process. The supplier shall ensure that they hold the specific Nadcap / Special process testing approval for the evaluation being performed, and provide evidence of the approval held (e.g. a current entry on eAuditnet QML list showing the appropriate AC checklist number).

XPC07. First Article Inspection Report (FAIR)

This item requires an approved AS9102 FAIR.

A full FAIR is required when: -

- Requested by Cross Manufacturing.
- At initial part production in accordance with AS9102 clause 5.1

A Partial or full FAIR Re-accomplishment is required when: -

- Any of the events listed in AS9102 clause 5.3 occur.

FAIR documentation is to be produced in accordance with AS9102 (Latest Revision) using forms 1, 2 and 3. Standard forms are available at: -
http://www.iaqg.sae.org/iaqg/publications/as9102forms.xls
Alternatively, the supplier may use their own AS9102 forms.

FAIR Completion Process

- The supplier shall notify Cross Manufacturing at least 1 week prior to the estimated FAIR completion.
- The FAIR shall be assigned a unique identification number, and include reference to the shipment release note number for the item(s).
- FAIR documents are to be sent by email to:-
  For Bath Site: supplier@crossmanufacturing.com
  For Devizes: supplier@cross-devizes.com
  and the goods then submitted with reference to the FAIR requirement on the release note.
- The FAIR part shall be individually packaged and identified, ready for dimensional verification at Cross.
- No further shipments of this item are permitted until FAIR approval has been received, or written authority to ship has been given by Cross Manufacturing.

The original FAIR shall be retained on file as a quality record in accordance with XPC109 Quality Record Retention.

XPC08. Production Part Approval Process (PPAP)

A PPAP submission is required in accordance with AIAG PPAP manual.

- The PPAP submission is to be completed at level 3 unless otherwise stated in the purchase order line text.
- PPAP submission shall demonstrate compliance to the requirements specified in the relevant Acceptance Standard (Prefixed CAS) referenced in the purchase order line text.
- Documents are to be sent by email to: -
  - Bath Site: supplier@crossmanufacturing.com
  - Devizes Site: supplier@cross-devizes.com

  The goods shall then be submitted with reference to the PPAP requirement on the release note or Certificate of Conformity (XPC01)
- No further shipments of this item are permitted until PPAP approval has been received, or written authority to ship has been given by Cross Manufacturing.
- The PPAP shall be retained on file as a quality record in accordance with XPC109 Quality Record Retention.

XPC09. Supplier Inspection Record required

A written inspection report for each supplied part is required, and shall be submitted with the goods as a dimensional record. Dimensions marked 'CTM' (Critical To Manufacture) or 'CTQ' (Critical To Quality) require actual numeric results of the inspection to allow process capability to be established. Traceability to the part measured shall be maintained.
Prior to use on production parts, Cross Manufacturing approval of the report shall be obtained by the Supplier through submission of an uncompleted copy at the revision to be used. This should be sent to the Supplier Development Leader. Once approved, this freezes the inspection plan.
Any modification to the report (e.g. revision change) shall require re-approval by Cross Manufacturing before production use.
The report shall show the acceptance criteria and the range of actual measured results for all features, recorded to the same number of decimal places as the goods definition (drawing) tolerance. The type of measurement equipment used shall also be detailed.
Equipment used for Final or Stage Inspection shall be independent of the In-Process gauges and instrumentation.
A standardised detailed inspection plan (Supplier DIP Template) format can be found here: -
www.crossmanufacturing.com under Downloads, then Supplier Documents.

The supplier may choose to use their own format, however **all** elements covered in the standard format must be included in the supplier version.

XPC10. Age Control of Shelf Life Items

Certification is required with each shipment that specifies if the product is or is not shelf life limited. If the product is subject to a shelf life then the certification shall state the original shelf life (in months), expiry date and environmental storage conditions. The supplier shall also ensure that there is a minimum of 75% of the original shelf life remaining on the product at the date of shipment, unless otherwise specified on the purchase order.

XPC11. Supply of Lifting Equipment

A test certificate is required for this item.
Goods supplied shall be tested to meet all applicable safety standards for use as lifting equipment.
Certification shall be provided with the goods as evidence of this, as required and specified in the European Machinery Directive and Lifting Equipment Regulations 1998 (LOLER).

XPC12. Data Cards for Special Processes

An approved data card shall be in place for all special processes prior to production processing.
The approval of the process data card shall be by either:

- Submission to Cross for approval, or
- By direct approval from the design authority, when required.
- Design Authority delegated approval

The supplier shall hold and maintain Nadcap approvals to conduct any requested special process, per XPC107.
Parts shall be processed within the scope of such approval.

XPC13. Classified Parts Control

When indicated by the purchase order the product or service to be supplied is in support of a classified product or assembly. The vendor must hold and maintain approved for the control of classified parts as appropriate to the final customer requirements.
Manufacturing processes must be documented, fixed and approved as required by the final customer.
The supplier shall not accept an order for classified parts when not approved to do so.

Typical order requirements are: -

- Rolls Royce RRES90000 applies.

XPC100. Notification of Nonconforming Product or Services

A. Non-conforming Product Already Shipped

i. The supplier shall notify Cross Manufacturing promptly of Nonconforming products or processes discovered that may affect the product already delivered.

ii. Notification shall be by full completion of
- CMF404 Supplier NCR report
- CMF405 48 hour containment report

(Available at www.crossmanufacturing.com under Downloads, then Supplier Documents)

The forms shall show identification of all parts affected (by serial number, batch number etc), delivery dates and details of any supplier containment actions.
The Suppliers own format is also acceptable, providing it has the same content as the above forms as a minimum.

iii. Notification shall be emailed to the address shown on the form. If email is not possible, contact with Cross Manufacturing Purchasing department by phone is required to arrange a suitable form of submission.

iv. Corrective action may be required to eliminate future escapes. This will be recorded by use of the Action Request System at Cross once the initial escape has been dealt with. The supplier shall submit an initial response to an action request within 5 working days. The 8D approach is recommended – see XPC101

B. Non-conformance Contained At The Supplier

i. Material that departs from drawing / specification requirements shall be identified and controlled to prevent unauthorised use / delivery to Cross Manufacturing.

ii. The supplier may request material review consideration for nonconforming goods that cannot be fully reworked to conform to drawing / specification requirements.

iii. Notification shall be by full completion of CMF404 (or supplier equivalent) (available at www.crossmanufacturing.com under Downloads, then Supplier Documents)

iv. Notification shall be emailed to the address shown on the form. If email is not possible, contact Cross Manufacturing logistics department to arrange submission.

v. The supplier shall retain the nonconforming product until material review disposition is received. Once received, goods are to be processed per instructions on the form.

vi. A copy of the approved NCR form shall be enclosed with the goods paperwork, and referenced on the C of C / paperwork.

vii. Goods affected shall be identified (e.g. labelled) with reference to the approved NCR. Such parts shall be shipped separately to segregate them from all other goods supplied.

viii. Items dispositioned as 'SCRAP' but still to be delivered to Cross shall be mutilated at the supplier's premises prior to delivery, to prevent unintended use.

XPC101. Failure Reporting

When nonconforming goods are identified at Cross, The supplier shall respond to any corrective action request, focusing on the root cause of the discrepancy.
The 8D format shall be used when requested by Cross. A standard form is available at (www.crossmanufacturing.com. under Downloads, then Supplier Documents)
The supplier shall acknowledge receipt of the corrective action request, and respond with 100% containment actions within 2 working days.

XPC102. Controlled Shipping - Additional Inspection

Cross Manufacturing reserves the right to invoke additional Inspection where quality concerns have been identified. Costs associated with such inspection may be charged back to the supplier.

This applies to: -

- Source inspection by Cross at the supplier's premises
- Receiving inspection at Cross Manufacturing.

Product under these conditions shall not be shipped without written authorisation from Cross Manufacturing.
Where product is found to be nonconforming at Cross and return to the supplier is not practical, Cross may consider a supplier's request to complete any re-inspection at their own cost on Cross premises.

XPC103. Rework of Material

Where material is reworked in order to restore all non-conforming characteristics to the requirements in the contract, specification or drawing, such rework will be documented and subject to re-inspection of all affected characteristics.

XPC104. Supply to Cross Acceptance Standard (Prefix CAS)

Where called up in the purchase order line text (e.g. 'Goods to be supplied in accordance with CAS001 issue 1'), goods supplied shall meet all requirements of the CAS referenced.
A copy of any referenced CAS documents shall be made available to the supplier as soon as possible in the purchasing process.

XPC105. Calibration

Suppliers shall have systems in place to manage and control calibration of equipment in line with the requirements of ISO9001 section 7.6
All calibration shall be traceable to National Standards and Laboratories accredited to ISO/IEC17025, or national equivalent. Where this does not exist, the manufacturer's recommendations shall be followed.
All equipment used as calibration masters shall have been calibrated within the scope of the calibration bodies.

XPC106. Calibration of Gauges owned by Cross Manufacturing

Gauges owned by Cross and retained at the premises of the supplier shall be:-

- Maintained by the supplier and incorporated in the supplier's calibration system, and calibrated per XPC105.
- Adequately stored and protected to prevent damage and corrosion.

Gauges remain the property of Cross Manufacturing and are to be returned upon request or 60 days after completion of the order or upon shipment of the last part if parts are not on a long-term agreement.

XPC107. Approved Source for 'Special Processes'

When the purchase order line text requires a special process for an aerospace part / end usage, the supplier shall ensure that: -

- They hold the specific Nadcap / Special process approval for the process being performed, and provide evidence of the approval held (e.g. a current entry on eAuditnet QML list showing the appropriate AC checklist number).
- Certification for such process is provided as specified in XPC01 Certificate of Conformance.

XPC108. Notification of Change

The supplier is responsible to notify Cross in advance of any planned change to the part design, process or manufacturing / process site. Upon notification, Cross will advise on the requirements for re-submission of FAIR or PPAP, where applicable, for approval.

A risk assessment of the planned changes shall be conducted and the results of this assessment shall be forwarded to Cross Manufacturing as a part of the notification of changes. A standardised Change Notification and Risk Assessment form is available at www.crossmanufacturing.com.

The supplier may use their own forms if they meet or exceed the content of the above form.

Examples of changes requiring notification are (but not limited to): -

- Change to optional Construction or Material
- Use of new or modified tooling (that may affect the product integrity)
- Production from upgraded equipment (capacity/performance/function change)
- Production from equipment moved to a different site or from an additional plant.
- Change of supplier for a product or service.
- Production from tooling that has been inactive for more than 12 months
- Change in part processing including test/inspection

XPC109. Record retention/ Inspection Identification

Quality / Inspection records shall be retained on file by the supplier as follows:-

- Non traceable / non serialised parts 7 years
- Serialised parts Permanently
- Radiographic film 11 years
- Parts supplied with C of C 25 Years
- FAIR/PPAPs Part life plus one year
- Non-Conforming Product Control Permanently

Prior to disposing of such records relating to Cross, the supplier shall contact Cross and obtain written approval. If approval cannot be given, alternative arrangements to secure any required data shall be put in place.

XPC110. Audit Rights Reserved / Right of Access

Cross Manufacturing, its Customers and/or Regulatory Authorities reserve the right of access to a supplier's premises for purposes related to the supply of product to Cross, including audit of the supplier's activities, documentation and records related to Cross purchase orders.

XPC111. Government, Safety and Environmental Regulations

It is the supplier's responsibility to ensure all goods / services supplied shall satisfy any relevant governmental and safety constraints on restricted, toxic and hazardous materials, as well as any relevant electrical and electromagnetic considerations applicable to the country of manufacture and sale.
Cross Manufacturing operates an environmental policy (CMR516 – available on request) and we wish to work with our suppliers to achieve positive improvements in the supply chain. Supplier approval to ISO 14001 is preferred, but not mandated.
Packaging suppliers shall be able to show compliance to the Packaging (essential requirements) regulations 2003.
All suppliers shall be compliant with REACH regulations and ensure that they are registered if they purchasing chemicals in excess of 1 tonne outside of EU.
All SVHC supplied to Cross Manufacturing shall be declared.
More information can be found on the website below:-
http://echa.europa.eu/chem_data/candidate_list_table_en.asp

XPC112. Supplier Performance

Delivery Performance
The supplier shall ensure 100 % on time delivery for all products or services ordered.
Deliveries up to 7 days early will be considered on time.
Deliveries up to 3 days late will be considered on time, **However** persistent deliveries after the due date will require corrective action from the supplier.
Suppliers wishing to deliver more than 7 days early shall contact the Cross Purchasing Department to obtain written permission, in the form of an order amendment. Failure to obtain this may result in supplier performance scores being adversely affected.
Where on time delivery is not achieved, it is the responsibility of the supplier to take all possible actions to expedite the shipment and minimise further delay.

Premium / Excess Freight
Unless as a request from Cross, any premium freight used will be at the Supplier's expense. The Supplier shall notify Cross Purchasing of such occurrences, including any charges incurred.

Quality Performance
All suppliers are required to assist Cross in the aim of moving towards zero defects. The supplier monitoring system will be used to help identify suppliers and product types for action and improvement. The supplier is required to work with Cross to eliminate causes of defects for the benefit of both parties and Cross customers.

Supplier Support Performance
Supplier efforts to assist and respond to our needs are key to a successful partnership. Cross will seek to recognise such efforts within the supplier performance measurement system.

XPC113. Over-shipments

Cross reserve the right to return product quantities shipped in excess of 105% of the purchase order line requirement. Any return shipment shall be at the suppliers' expense. Where the supplier prior to shipping identifies such a shipment, the supplier may contact Cross Purchasing Department for acceptance of the over-shipment.

XPC114. Goods Protection

All goods shall be packaged and preserved in an appropriate manner. Where an acceptance standard (prefixed 'CAS' eg. CAS001) exists, this will be quoted on the purchase order and the goods shall be supplied in accordance with this.
Where no CAS has been referenced, packaging methods shall have due consideration given to: -

- Corrosion / oxidation prevention
- Exposure to damaging temperature / humidity levels
- Shipping method and expected time the material will be in the transportation environment
- The type of outer container to be used for shipping.

XPC115. Identification Requirements of Subcontract Process Goods

Traceability of each part processed and supplied to Cross is a mandatory requirement, and shall be maintained at all times.
Unless otherwise specified on the order or the component drawing, parts shall be identified with bag labels (e.g. batch processing) or individual tie-on labels (e.g. subcontract machining). These labels shall match the details on the shipment release documentation.
Physical marking of parts shall only be done in accordance with the part drawing or process specification ordered. No other marking is permitted, including the use of marker pens, as these have the potential to cause catastrophic failure of the part / material.

XPC116. Packaging requirements

1. Definitions – See Definitions table above
2. Shipping container Label shall show: -

• PO number • Line item number(s) • Part number / Description of goods • Quantity	• Gross weight • Advice note number • Supplier name and Address • Delivery address

3. Where multiple line item goods are packed into one shipping container, goods for each Line Item shall be separately packed within, in their own intermediate container.

4. Intermediate container labels shall show: -

• Line item number • Line Release number • Part number / Description • PO number	• Quantity • Release note / Certificate number • Gross weight (If > 15 Kg)

5. When multiple manufacturing lots are used to complete an ordered quantity, traceability for each lot/batch shall be maintained. (using lot/Batch containers).

   Lot / batch containers labels shall show: -

• PO number • Line item number • Line Release number • Part number / Description • Quantity	• Release note / Certificate number • Traceability information to fully identify the contents (e.g. serial number) • Gross weight (If > 15 Kg)

6. IMPORTANT:

Each release and / or 'cast number' of material in a shipment shall be clearly identified and physically separated from any others. Without this, traceability cannot be maintained and the delivery will be rejected.

7. In addition, non-conforming goods shall be segregated and identified per XPC100.

XPC117. Customs and Anti-Terrorism Measures

Cross Manufacturing is a participant in the Customs-Trade Partnership Against Terrorism (C-TPAT) program. C-TPAT is a voluntary U.S. government-business initiative which aims to secure and strengthen the overall supply chain and border security. Shipments to Cross Manufacturing from suppliers do not go directly to the U.S., However Cross Manufacturing Shipments do, which in turn makes our suppliers a key part within the supply chain.

The C-TPAT program requires that all parties involved in the production, logistics and distribution within the supply chain meet the program's security guidelines as defined by US Customs and Border Protection (CBP).

As part of maintaining our participation, we require that your company acknowledges and introduces good practice where practicable. As part of this we request that you conduct a comprehensive self-assessment of supply chain security using the C-TPAT security guidelines. These guidelines, which are available for review on the Customs website encompass the following areas: -

- Procedural Security
- Physical Security
- Personnel Security
- Education and Training
- Access Controls
- Manifest Procedures
- Conveyance Security

Full details of C-TPAT requirements are available on the US Customs website www.cbp.gov

European-based guidance is also provided by ISO28001

XPC118. Counterfeit Parts

The Supplier shall introduce and implement processes to prevent the use of counterfeit parts

XPC119. Product Integrity

The supplier shall ensure that its staff are aware of their contribution to product or service quality, their contribution to product safety and the importance of ethical behaviour.

Issue	Date	Change Details	Process Approval Required from issue 1	Technical Approval Always required	External Approval See distribution list
4	09/07/19	XPC03 – reference to SABRe2 removed, replaced by SABRe Edition 3	M. Bradley	M.Clark G. Newell	N/A
3	13/09/17	Replace all instances of ISO/TS16949 with IATF16949. Page 4 – Special Process paragraph; Replace “A process which modify or change...” with “A process which modifies or changes” Add XPC118 and XPC119.	M. Bradley	S. Bird G. Newell	N/A
2	05-Jan-16	XPC03 – reference to SABRe9000 removed, replaced by SABRe2 XPC13 added to flow down critical parts control XPC109 – records related to product non-conformance – permanently, added Indefinitely replaced by permanently XPC110 – updated to expand the requirements to cover right of access. New XPC117 added (C-TPAT)	D. Giles	G. Newell P. Meachin	N/A
1	01/08/2010	Original Issue. This document replaces and supersedes CMDR001, and now covers requirements for both company sites, making this a company-wide document. Clause numbers have been updated and content increased to reflect the needs for supply of aerospace and automotive goods from suppliers.	D Giles M Fear	M James A Williams	N/A