
		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 1 of 19	

Table of Contents

Table of Contents	1
Introduction	2
Scope	2
Confidentiality and Legal Compliance	2
Supplier Approval Process	3
Supplier Quality System Requirements	3
Definitions	5
XPC01. Certificate of Conformity	6
XPC02. Release to C.A.A. A.N.O. Conditions (not used)	6
XPC03. Release to Cross Mfg Customer Requirements (Flow-down)	6
XPC04. Material Chemical Analysis and Mechanical Tests Report	7
XPC05. Test / Calibration Certification	7
XPC06. Substantiation / Qualification Reports for Special Processes	8
XPC07. First Article Inspection Report (FAIR)	8
XPC08. Production Part Approval Process (PPAP)	8
XPC09. Supplier Inspection Record required	9
XPC10. Age Control of Shelf-Life Items	9
XPC11. Supply of Lifting Equipment	9
XPC12. Data Cards for Special Processes	10
XPC13. Classified Parts Control	10
XPC100. Notification of Nonconforming Product or Services	10
XPC101. Failure Reporting	11
XPC102. Controlled Shipping - Additional Inspection	12
XPC103. Rework of Material	12
XPC104. Supply to Cross Acceptance Standard (Prefix CAS)	12
XPC105. Calibration	13
XPC106. Calibration of Gauges owned by Cross Manufacturing	13
XPC107. Approved Source for 'Special Processes'	13
XPC108. Notification of Change	13
XPC109. Record retention/ Inspection Identification	14
XPC110. Audit Rights Reserved / Right of Access	14

		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 2 of 19	

XPC111. Health, Safety and Environmental Compliance	14
XPC112. Supplier Performance	14
XPC113. Over-shipments	15
XPC114. Goods Protection	15
XPC115. Identification Requirements of Subcontract Process Goods	15
XPC116. Packaging requirements	16
XPC117. Customs and Anti-Terrorism Measures	17
XPC118. Counterfeit Parts	17
XPC119. Product Integrity	17
XPC120. Changes to the QMS	17
XPC121. Control of Acceptance Authority Media (AAM)	18

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 latest issue and CMR1001

		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 3 of 19	

latest issue 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 requirements for suppliers are shown in the table (ref CMW679).

Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**

Technical Owner: **Dept 99**

Issue
7

Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 4 of 19

Supply Category	Minimum Requirement of Supplier
Raw Material for manufacture into customer product(s)	QMS certified to ISO9001* or AS9100* (as applicable)
Sub-contracted processes performed on manufactured customer product(s)	QMS certified to ISO9001* or AS9100* (as applicable)
Any material, product or service supplied which is not incorporated into customer product(s)	QMS certified to ISO9001* or AS9100* (as applicable) is preferred. If not accredited - minimum requirements will be determined and agreed during the review, based on the material, product, or service being supplied and applicable risks identified.

*Certification issued by a certification body bearing the accreditation mark of a recognised IAF MLA (International Accreditation Forum Multilateral Recognition Arrangement) member and where the accreditation bodies main scope includes management system certification to ISO/IEC 17021

- All suppliers are encouraged to have systems in place that are compliant with ISO9001.
- Suppliers may be selected for development based upon performance and risk.
- 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 certified due to factors such as their size, volume, specialty products, etc. Cross does not prohibit the use of these suppliers subject to meeting customer flow down requirements. If in doubt refer to Cross Manufacturing.
- **Supplier Sustainability, Environmental and Energy Expectations.** We are committed to good corporate citizenship. We expect our suppliers to comply with all applicable environmental and social sustainability legislation including human rights and occupational health and safety regulations. We strongly encourage our suppliers to gain and maintain ISO14001:2015 and ISO50001:2018 Environmental and Energy Management Systems standards respectively. Suppliers should provide us with copies of certificates on request. We are committed to achieving Net Zero Carbon emissions by 2050 and suppliers should support this goal through quantifying and decreasing their own greenhouse gas emissions. Suppliers should respond to our requests for information and data on environmental & social sustainability and greenhouse gas emissions in a timely manner. In line with our Net Zero Carbon commitment, when procuring energy-using products, equipment or services, energy performance* is one of our evaluation criteria.
*Energy performance is defined as: measurable result(s) related to energy efficiency, energy use and consumption.
- **Code of Conduct and Human Rights**
 Cross Manufacturing expects its suppliers to have documented statements or policies outlining their Code of Conduct and compliance with internationally recognised standards for Human Rights.
 Please refer to Cross Manufacturing document CMR578 (available from the Cross website) for guidance.



Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**

Technical Owner: **Dept 99**

Issue
7

Date
31-July-24


The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 5 of 19

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 serialized 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.

		Purchase Order Requirements Manual		CMR1000 Issue 7	
Printed Copies are not controlled <i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 6 of 19	

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)
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, work order number (WOR) where applicable or date codes.
7. Any applicable 'Special Process' specification numbers and revisions (see XPC107)
8. Any applicable process data card 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 Manufacturing 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. A typical order requirement is: -

- Rolls Royce SABRe Latest Edition
(Typical Order Notes "XPC03 – Rolls-Royce SABRe Latest Edition)

Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**Technical Owner: **Dept 99**Issue
7Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 7 of 19

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
- Degree of uncertainty (where applicable)
- 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 traceable to National Standard
- Method of calibration
- Required accuracy
- Degree of uncertainty (where applicable)
- 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

		Purchase Order Requirements Manual		CMR1000 Issue 7	
Printed Copies are not controlled <i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 8 of 19	

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). Design Authority approval where required e.g. GE GT193.

XPC07. First Article Inspection Report (FAIR)

This item requires an approved AS9102 (Latest Revision) FAIR.

FAIR documentation is to be produced in accordance with AS9102 (Latest Revision) using forms 1, 2 and 3

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: -
supplier.quality@crossmanufacturing.com
- and the goods then submitted with reference to the FAIR requirement on the release note.
- The FAIR part shall be identified, ready for dimensional verification at Cross.
- No 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: -
supplier.quality@crossmanufacturing.com.

the goods shall then be submitted with reference to the PPAP requirement on the release note or Certificate of Conformity (XPC01)

- No 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.

		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 9 of 19	

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.quality@crossmanufacturing.com. 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. Tolerances are absolute, rounding into tolerance is not permitted.

A standardised detailed inspection plan (Supplier DIP Template) format can be found here: -

www.crossmanufacturing.com under: Quality & Documentation > 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 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 Supply of Machinery (Safety) Regulations 2008 and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 10 of 19	

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:

Quality & Documentation > 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

Printed Copies are not controlled
*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

 Process Owner: **Dept 99**

 Technical Owner: **Dept 99**

 Issue
7

 Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 11 of 19

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 Quality & Documentation > 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.
- viii. Items dispositioned as 'SCRAP' but still to be delivered to Cross shall be mutilated beyond use at the supplier's premises prior to delivery.

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: Quality & Documentation > Supplier Documents

If an 8D report is requested the supplier shall respond to the request and submit information as required and within the timescales stated below: -

Requirement	Timescale	Content
Initial Submission	Initial response to 8D request within 24 hours of notification	<ul style="list-style-type: none"> • Acknowledgement of the 8D request
Report to the 3-D stage	Submitted within 48 hours of notification	<ul style="list-style-type: none"> • Identification of team involved in 8D • Problem definition • Interim containment action(s) taken • Initial sort results found
Report to the 5-D stage	Submitted within 14 days	As above and including: - <ul style="list-style-type: none"> • Identification of the root cause(s)

Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**

Technical Owner: **Dept 99**

Issue
7

Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 12 of 19

		<ul style="list-style-type: none"> Permanent corrective action(s) to be taken with a detailed action plan
Final Submission	Submitted for approval and closure as soon as practical, but no later than 30 days from the issue date of the request for an 8D report.	<p>As above and including:</p> <ul style="list-style-type: none"> Implemented permanent corrective actions with evidence of verification Actions to prevent recurrence with evidence of verification Team recognition and closure of 8D
<p>Note: The Supplier may request approval for an extension of the 30-day deadline but must do so prior to the original deadline. Requests should be made to the appropriate representative of Cross Manufacturing.</p> <p>Any 8-Ds open beyond the 30 days deadline (unless an extension has been granted) may negatively impact the Supplier's performance rating.</p>		

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 latest issue), goods supplied shall meet all requirements of the CAS referenced.

		Purchase Order Requirements Manual		CMR1000 Issue 7	
<p>Printed Copies are not controlled</p> <p><i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i></p>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 13 of 19	

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)

		Purchase Order Requirements Manual		CMR1000 Issue 7	
Printed Copies are not controlled <i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 14 of 19	

- Production from equipment moved to a different site or from an additional plant.
- Change of supplier for a product or service.
- 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. Health, Safety and Environmental Compliance

Suppliers shall ensure that all goods and/or service comply with relevant health, safety and environmental compliance obligations. Suppliers of raw materials and subcontract services shall ensure that products and services comply with REACH, ROHS and other global hazardous substances-related compliance obligations as applicable. Suppliers of raw materials and subcontract services shall provide information on the presence of REACH Substances of Very High Concern (SVHCs), ROHS regulated substances in articles supplied to us and/or used in subcontract manufacturing processes. Suppliers of raw materials and subcontract services shall provide REACH, ROHS and other hazardous substance declarations on request in a timely manner.

Responsible mineral sourcing

Suppliers of raw materials and subcontract services shall ensure responsible sourcing of the minerals tin, tantalum, tungsten, gold and cobalt and provide completed Conflict Mineral Reporting Templates (CMRT) and Extended Mineral Reporting Templates (EMRT), listing smelters in their supply chain.

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.

CROSS		Purchase Order Requirements Manual		CMR1000 Issue 7	
Printed Copies are not controlled <i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 15 of 19	

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 110% 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' e.g. 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. All transportation by road shall be in an enclosed vehicle.
- 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

Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**Technical Owner: **Dept 99**Issue
7Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 16 of 19

marker pens, as these have the potential to cause catastrophic failure of the part / material.

XPC116. Packaging requirements

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

<ul style="list-style-type: none">• PO number• Line-item number(s)• Part number / Description of goods• Quantity	<ul style="list-style-type: none">• 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: -

<ul style="list-style-type: none">• Line-item number• Line Release number• Part number / Description• PO number	<ul style="list-style-type: none">• 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: -

<ul style="list-style-type: none">• PO number• Line-item number• Line Release number• Part number / Description• Quantity	<ul style="list-style-type: none">• 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 as per XPC100.**

		Purchase Order Requirements Manual		CMR1000 Issue 7	
Printed Copies are not controlled <i>The use of this copy is the responsibility of the person printing it. Published copies shall be maintained / replaced when a change occurs.</i>	Process Owner: Dept 99	Issue 7	Date 31-July-24		
	Technical Owner: Dept 99				
The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.				Page 17 of 19	

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.

XPC120. Changes to the QMS

Any change that affects the operation or accreditation of the supplier's QMS shall be notified to Cross Manufacturing. Changes that require notification include, but are not limited to: -

- A change in the ownership or name of the company.
- A change in the accredited scope of the business
- The loss or suspension of a third party, process, or customer accreditation or approval in full or in part.



Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**

Technical Owner: **Dept 99**

Issue
7

Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 18 of 19

- A change to the management representative with responsibility for the Quality Management System.
- Loss of, or changes affecting the scope of accreditation within the supply chain, that affect product or services delivered to Cross Manufacturing.

XPC121. Control of Acceptance Authority Media (AAM)

Examples of Acceptance Authority Media are stamps, electronic signatures, passwords etc.

The supplier shall maintain a process to control the use of AAM that: -

- Avoids misuse.
- Establishes traceability to the authorised user.
- Aligns to the responsibilities and authorities defined for the authorised user.
- Maintains good condition and legibility.

The process shall identify, investigate and disclose any incidence of fraudulent activity, including but not limited to, out of sequence use, misrepresentation, and falsification of documents.



Purchase Order Requirements Manual

CMR1000 Issue 7

Printed Copies are not controlled

*The use of this copy is the responsibility of the person printing it.
Published copies shall be maintained / replaced when a change occurs.*

Process Owner: **Dept 99**

Technical Owner: **Dept 99**

Issue
7

Date
31-July-24

The information in this document is proprietary to Cross Manufacturing and may not be copied or communicated to a third party without express written consent from Cross Manufacturing.

Page 19 of 19

Issue	Date	Change details	Process Approval <small>Required from issue 1</small>	Technical Approval <small>Always required</small>	External Approval <small>See distribution list</small>
7	02-Jul-24	Statements for Code of Conduct and Human Rights added. Clause XPC121 (Control of AAM) added	S. Scott	S. Bird N. Moore G. Newell	N/A
6	15/04/2024	General updates to outdated references XPC120 has been added Supplier Sustainability, Environmental & Energy Exceptions and XPC111 Updated in line with Net Zero Carbon commitment and aligned to ISO 50001:2018.	S. Scott	S. Bird N. Moore G. Newell	N/A
5	02/09/20	XPC07 – Reference to clauses within AS9102 updated to align with Rev. B Hyperlink to AS9102 FAIR Forms removed. XPC101 – Timescales for 8D reporting clarified.	M. Bradley	M. Clark G. Newell N. Moore	N/A
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