



# Supplier Quality Requirements (SQR) for External Process and/or Product Providers

## Document Revision History

Revision No.	Revision Date	Revision Description	Approved By
01	Apr. 12, 2013	Initial Release	Joel Sodowsky
02	5 Sept 2013	Updates	Michael Chaplin
03	23 April 2014	Added Data Requirements List	Michael Chaplin
04	20 April 2015	Updated	Michael Chaplin
05	06 Jan 2016	Updated 11.Minimum Documentation Requirements	Michael Chaplin
06	19 Dec 2016	Updated 11.Minimum Documentation Requirements	Michael Chaplin

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## **1. Purpose and Scope**

Define Wild Well's (WW) minimum expectations for external process and/or product providers. The requirements in this document are provided as a supplement and extension of the terms and conditions of the WW: Contract, Master Service Agreement or the Purchase Order. Supplier's acknowledgement or performance of the WW Purchase Order constitutes acceptance of the requirements listed in this document.

## **2. Supplier Quality Management System Requirements**

The supplier shall have a Quality Management System (QMS) that conforms to ISO 9001, API Q1/Q2, or any other recognized or established standard as mutually (documented) agreed with Wild Well. For suppliers whose QMS is certified or registered by a third party, any change to that certification or registration should be communicated to WW.

## **3. Exceptions**

Suppliers must document all exceptions to specified requirements and obtain agreement from WW prior to accepting an order or performing work.

## **4. Supplier Evaluation / Re-Evaluation**

WWC's supplier management process includes:

### **4.1. Supplier Initial Evaluation**

When required by WW, suppliers shall support a site evaluation by WWC to ensure purchasing requirements can be met. When site evaluations are not conducted, one of the following will be accomplished: a supplier survey; or analysis of inspection data for product and/or service provided to WW evaluated upon delivery.

Additionally, since WW deems HSE performance as a key indicator of operating under controlled conditions, suppliers shall provide recent HSE performance statistics (past three (3) years) when **WW personnel** will perform work at the supplier's site/location or when **supplier's personnel** will engage in activities at a WW site/location. HSE statistics should be in a standard format such as those required by USA's Occupational Health and Safety Administration (OSHA) and/or ISNetworkworld RAV's or other applicable regulators.

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#### 4.2. Supplier Re-Evaluation

Suppliers shall be evaluated by one or more of the following methods: Site evaluation; supplier survey; or analysis of inspection data for product and/or service provided to WWC and evaluated upon delivery.

### **5. Documentation**

#### 5.1. Supplier Documentation Evaluation

When requested by WW, suppliers shall provide a copy of or allow for review of their quality management system documentation and/or third party certification that will attest to the supplier's ability to meet quality requirements. Additionally, procedures essential to realize WWC's quality requirements, internal audit records, nonconformance reports, sub-supplier assessments, and records of employee training and/or competency verification shall be made available.

#### 5.2. Terms and Conditions

When Wild Well provides the Supplier with required documentation, the Supplier shall have a process to ensure that WW Intellectual Property (IP) is protected and controlled.

Supplier shall ensure that mutually (documented) agreeable terms and conditions between WW and Supplier have been agreed to. If not, Supplier acknowledges that any performance of work under the WW Purchase Order shall be deemed acceptance of WW's standard terms and conditions attached to such Purchase Order.

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### 5.3. Specifications/Standards

Supplier shall comply with all requirements listed in the WW Purchase Order, equipment specification/data sheet, other mandatory industry/government standards or specifications, and any voluntary standards required by the supplier's own processes. In the event of a conflict, the more stringent requirement shall apply. If a conflict related to quality has mutually-exclusive requirements, the order of precedence from highest to lowest will be:

- Applicable government regulations and any industry standards, specifications or recommended practices made mandatory by law for WWC's intended use of the product
- Terms of the WW (acknowledged) Purchase Order
- Drawing(s)
- Material Specification
- Equipment Specification
- Elective standards, specifications or recommended practices required by WWC as part of its purchase agreement, i.e. ISO, API, NORSOK, DNV etc.
- Elective standards, specifications or recommended practices required by supplier's own design, manufacturing and testing processes

### 5.4. Documentation Revision Status

Documentation revision status will be stated on the acknowledged purchase order, unless specifically identified on mutually (documented) agreed Quality Plans (QP) and/or Inspection Test Plan (ITP), or an acknowledged revised purchase order. When changes occur to documentation that impacts the product or service ordered, the implementation of the change(s) will be mutually (documented) agreed.

### 5.5. Supplier Quality Documentation

When specified by WW, the Supplier shall originate a Quality Plan and/or Inspection and Test Plan to be approved by WW prior to start of work, reflecting the requirements of the purchase order. Documentation (standards, specifications, drawings and procedures) identified in the QP and/or ITP shall indicate the revision status. Supporting procedures shall be made available for review and where appropriate, approved by WW prior to start of work.

### 5.6. Documentation Identification

As a minimum, all documentation provided to WW shall contain, reference, or indicate the appropriate Wild Well Purchase Order (PO) number and line item.

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## **6. Sub-Suppliers**

Supplier will ensure that sub-supplier(s), contracted by supplier to contribute to a WW purchase, will only be used when mutually agreed via the Quality Plan and/or Inspection Test Plan. Supplier will also ensure that sub-supplier(s) conform(s) to the Wild Well quality requirements and the suppliers own QMS. Supplier agrees that all materials and tools procured from, or services performed by sub-supplier(s) will meet the requirements of the WW Purchase Order and this document.

## **7. Access for Inspection and Testing**

Supplier shall grant WW (or its designated representatives) access to Suppliers premises and facilities, including access to witness and verify agreed phases of fabrication, testing, inspection and/or storage of goods sold to WW. Supplier shall also grant WW access to applicable documents and records related to WW Purchase Order. Supplier will also ensure that access to sub-supplier(s) premises and facilities is granted to WW (or its designated representatives). WW will provide notice of intent to access premises or facilities in accordance with the Quality Plan/Inspection Test Plan.

## **8. Quality Plan (QP) and/or Inspection Test Plan (ITP)**

The Supplier will utilize the mutually agreed QP and/or ITP (documented) for product /service realization. Special attention should be given to the notification requirements for “W” witness and “H” hold points indicated on the ITP. The Supplier will not make changes to key processes, key sub-suppliers, or key personnel after the QP and/or ITP have been accepted by WW. When changes are necessary, WW may require additional actions or controls to ensure that the mutually agreed change does not reduce the quality of the product/service ordered. In the unlikely event that the change has a significant adverse effect on the Supplier’s ability to control product/service quality, WW reserves the right to cancel the order if no mutual agreement is reached on mitigating actions. The Supplier shall maintain a record of date and approval for all approved changes to processes, sub-suppliers, and procedures.

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## 9. Nonconformance Control

When a nonconformance is detected (deviation from any requirement) it shall be identified and if product related, segregated or quarantined to prevent delivery to WW. The Supplier shall record the description of each nonconformance. The Supplier shall disposition each nonconformance as: Rework (returning to meet requirement), Repair (meets form, fit and function), Re-grade (material/better than), Use As Is (UAI), or Scrap. Only REWORK is authorized / permitted without notification or consent of WW. WW approval is required for all Repair, Re-grade, UAI, or Scrap dispositions.

Supplier will maintain records of all nonconformities, along with date of discovery, date of customer notification, date of disposition approval and approving documentation.

## 10. Traceability

Supplier processes for materials, products, tools, inspections and testing equipment shall comply with the intent of ISO 9001 and/or API Q1/Q2 for traceability requirements, appropriate industry standard/specification (API and PSL) and the WWC Purchase Order requirements. Traceability will be maintained through the entire manufacturing/fabrication process and delivery.

## 11. Minimum Documentation Requirements

Supplier shall furnish service and/or service-related documented information per the approved QP and/or ITP and **be identified per section 5.6** of this document. When an approved QP and/or ITP does not exist, the list of documents indicated in section 11.1 constitutes the minimum documentation required (**unless mutually agreed in writing between supplier and PO originator**). In general, documentation includes operating and maintenance manuals, as well as necessary records of the source materials, manufacturing process and testing results. For standard products, where operating and maintenance manuals exist at the time of order, these deliverables should be provided to WW immediately upon order.

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### 11.1. Minimum Documentation

- Note 5: All regulatory and/or independent verification (Third Party “Witnessed” or “Certified” documents
- Note 7: Material Country of Origin - For items specified in the Contract, Purchase Order, Specification, Quality Plan or Inspection Test Plan requiring Material Test Reports (MTRs) the materials shall be new and manufactured, smelted or originated from: Austria, Belgium, Brazil, Canada, Denmark, France, Germany, Finland, Italy, Japan, Luxembourg, Mexico, Netherlands, Norway, South Korea, Spain, Sweden, Switzerland, Taiwan, United Kingdom, the United States of America, or a mutually agreed Country.
- H01: PURCHASE ORDER
- J02: WELD PROCEDURE SPECIFICATION (WPS)
- J03: NON-DESTRUCTIVE EXAMINATIONS PROCEDURES (NDE)
- J04: SURFACE PREPARATION AND PAINTING SPECIFICATIONS
- J05: HYDROSTATIC TEST PROCEDURES
- K04: FACTORY ACCEPTANCE TEST REPORT (FAT)
- L01: MATERIAL TEST REPORTS
- L02: MATERIAL TEST REPORTS - CERTIFIED
- L03: WELDER QUALIFICATION - CERTIFICATES
- L04: NDE OPERATOR QUALIFICATIONS - CERTIFICATES
- L05: NDE RECORDS
- L06: MATERIAL TRACEABILITY RECORDS
- L07: PRESSURE TEST CERTIFICATE (CHART RECORDER CHART(S))
- L08: DIMENSION REPORT
- L09: PROOF LOAD CERTIFICATION
- L10: CERTIFICATE OF COMPLIANCE – (SIGNED BY RESPONSIBLE PARTY)
- L11: CONCESSION REQUESTS – (WHEN APPROVED BY WW)
- L12: NONCONFORMANCE REPORT – (WHEN APPROVED BY WW)
- L13: PAINTING / COATING COMPLIANCE CERTIFICATE
- L14: HEAT TREAT CERTIFICATE
- L15: MATERIAL OF ORIGIN – (WHEN NOT LISTED ON MTR)
- M01: COMPILED MANUFACTURING RECORD BOOK – (DATABOOK)
- M02: TECHNICAL OPERATING MANUAL
- M03 TECHNICAL MAINTENANCE MANUAL

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