

Supplier Quality Requirements

SPEC-PROCURE-0003

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Replaces: 4WGN-20001

New: [BMS-1710275741](#)

1. PURPOSE

- 1.1 This global specification defines Air Products Quality Requirements applicable to the Suppliers, for the quality control, inspection and associated documents for the equipment(s) ordered.

2. SCOPE

- 2.1 This specification applies to all equipment and materials covered under the scope of the Purchase Order issued to the Supplier.

3. DEFINITIONS

Hold Point (H) An inspection point to be attended by the Inspector that shall not be passed without written authorization from Air Products. The Supplier shall formally notify Air Products of readiness for inspection and shall expedite a response from Air Products regarding attendance.

Witness Point (W) An inspection point to be attended by the Inspector but where fabrication/manufacturing may proceed if the Inspector fails to attend, providing the required notification period has been given. The Supplier shall formally notify Air Products of readiness for inspection and shall expedite a response from Air Products regarding attendance.

Surveillance Point (S) An inspection point where the Inspector may attend. When performed, the inspection would normally be performed in conjunction with a Witness or Hold Point. The Supplier does not need to formally notify Air Products regarding attendance.

Review Point (R) A review of documentation or certification, either pertinent to the inspection activity or as a defined requirement in the Purchase Order. The Supplier does not need to formally notify Air Products regarding attendance. The supplier may be asked to submit the records of such activities through an email.

AP Air Products

Inspector An Air Products or customer inspector who may be a full-time employee or external agency inspector.

IRC Inspection Release Certificate

ITP Inspection and Test Plan

PIM Pre-Inspection Meeting

Supplier Any organisation on which Air Products has placed a Purchase Order and any of its subcontractors

(Air Products Internal Use Only)

see GEMTE Glossary

see Corporate Glossary of Acronyms, Abbreviations, and Terms

4. MINIMUM REQUIREMENTS

SPECIFICATION - QUALITY CONTROL AND INSPECTION REQUIREMENTS

4.1 General Requirements

- 4.1.1 Air Products Quality Control, Inspection and Testing requirements are specified in the Air Products Purchase Order, referenced specifications and the Air Products Inspection and Test Plan (where issued). It is the responsibility of the Supplier to ensure all Air Products requirements are incorporated into their Inspection and Test Plan and associated procedures.
- 4.1.2 Air Products Quality Control is implemented by a program of source inspections performed at the Suppliers works or place of manufacture. Air Products inspection intervention points are identified on the Air Products Inspection and Test Plan which, when required, is issued with the Purchase Order. Inspection are performed by Air Products Inspectors under the direction of the Project Source Inspection Lead.
- 4.1.3 The Supplier is responsible to provide sufficient quality assurance and quality control to ensure the equipment and/or material supplied fully meets the requirements defined in the Purchase Order, referenced specifications, applicable Codes and Standards and the statutory requirements in the country of use.
- 4.1.4 Inspection by Air Products or the customer shall not be regarded as a substitute for inspection by the Supplier and shall not absolve the supplier of the responsibility of full compliance for the equipment and/or material, to the requirements of the Purchase Order.
- 4.1.5 All measuring equipment used in manufacture and testing shall be subject to a controlled calibration system. If applicable, calibration and maintenance shall be as specified in the pertinent industry standards.
- 4.1.6 During each inspection visit, the Supplier shall ensure the test records and certification for the preceding Review and/or Surveillance Points on the applicable Inspection and Test Plan are offered to the Air Products Inspector for review.
- 4.1.7 Supplier shall be responsible to issue the Inspection Notification for any Witness/Hold steps mentioned in the ITP. Failure to do so shall result in an NCR.
- 4.1.8 The supplier may be requested to provide an Inspection Lookahead which shall provide visibility for AP to assign inspectors at suppliers' facilities. The inspection look ahead should include foreseen Witness, Hold and Surveillance stages in upcoming fortnight/month (based on AP's request). The Inspection Look-ahead can be furnished by the supplier in their own format. Alternatively, supplier may be requested to provide Inspection Lookahead directly on AP material tracking software, if any used for the project.

4.2 Safety

- 4.2.1 Air Products consider the safety of the individual performing the inspection activity, of paramount importance. Supplier shall be fully responsible to establish a safety program within their organization, which identifies specific safety hazards associated with the job.
- 4.2.2 Any relevant information of such safety hazard shall be made available by the supplier to Air Products in advance of the Inspection Activity (while raising the Inspection Notification).
- 4.2.3 Supplier shall follow safe practices while offering any inspection stage, which shall include, but not necessarily limited to, necessary safety induction, barricading, permit to work for confined space inspections, safety harness for inspection at heights, etc.

4.3 Material Certification

- 4.3.1 Material certification shall meet all necessary statutory/code requirements of the country of use.
- 4.3.2 Material certification and country of origin requirements shall be in accordance with the applicable AP specification for Material Certification and Retesting Requirements referenced in the Purchase Requisition/Technical Package provided with the PO.
- 4.3.3 Manufacturing shall not proceed past an inspection stage of the ITP, until the preceding inspection stages are complete in all respects and associated inspection records have been reviewed and accepted by the Supplier/AP, as required by the ITP.

4.4 Inspection and Test Plans

- 4.4.1 When inspection by Air Products is required, the applicable Air Products Inspection and Test Plan (ITP) shall be issued with the Purchase Order.
- 4.4.2 When the Supplier ITP is listed as a deliverable on the VDR, the Supplier ITP shall include the following information as a minimum:
- Inspection Activities listed in sequential order.
 - Control Procedure (The Suppliers Procedure which explains how the inspection or test will be conducted).
 - Acceptance Criteria (The applicable Code, Standard or Project Specification requirements to be met).
 - Verifying Document (The document produced by the Supplier to verify the inspection activity has been completed).
 - Inspection intervention points for each party (Sub-Supplier, Supplier, Air Products, Client, End User).
- 4.4.3 The Supplier ITP shall include all inspection and testing activities required by the AP Products ITP and the applicable Codes, Standards and Specifications
- 4.4.4 If the ITP in the PO package/requisition does not mention the Inspection level, then the supplier shall seek a clarification through their contact at AP.

4.5 Pre-Inspection Meetings

- 4.5.1 Where required by the Purchase Order or applicable ITP, a Pre-Inspection Meeting (PIM) shall be held at the primary place of manufacture. The PIM shall be chaired by the Air Products Source Inspection Lead/team and shall follow the Air Products PIM Agenda (SPEC-PROCURE-0003a).
- 4.5.2 If the main equipment(s) or activity(s) is being outsourced, then sub-vendor's participation in the PIM may be required, or separate PIMs may have to be conducted at sub-supplier's works (as agreed). When separate PIM(s) is conducted at sub-supplier works, the same shall be chaired and minuted by the main supplier, and AP shall be a participant. The AP PIM agenda shall be followed for all the PIMs.
- 4.5.3 Prior to the PIM taking place, below pre-requisites shall be ensured as a minimum:
- The main equipment drawing shall be approved at least in code-2 by Air Products.
 - The Supplier's ITP (where required) shall be approved at least in code-2 by Air Products.
 - The welding book (WPS/PQR/Weld Map, etc.), if applicable per the VDR, shall be approved at least in code-2 by Air Products.
 - The key job procedures shall be approved at least in code-2 by Air Products.
 - The manufacturing scheduled shall be agreed with Air Products.

At the end of the PIM, the Minutes of Meeting shall be reviewed, agreed and endorsed by all parties.

4.6 Inspection Notifications

- 4.6.1** Air Products requires Suppliers to provide a minimum of 10 working days notification of inspection, based on five days working week, for all Witness and Hold Points. Inspections shall not be offered on regional holidays / weekends except by prior written agreement.
- 4.6.2** For Pre-Inspection Meetings, a longer notification time (15 working days) would generally be required to arrange for travel of the required personnel. This shall be discussed and agreed with the supplier during the Kick-off Meeting.
- 4.6.3** When there are AP Client Hold or Witness Points, the Supplier shall provide a minimum of twelve working days' notice of all such inspections.
- 4.6.4** For all Air Products and/or Client Hold and Witness Points, the Supplier shall utilize the Air Products Inspection Notification template (SPEC-PROCURE-0003b). This form shall be fully completed by the Supplier prior to submission to Air Products. A Microsoft Word version of the inspection notification template is available upon request.
- 4.6.5** All Inspection Notifications shall be submitted to the respective Air Products Source Inspection Lead, Project specific Mailbox (if applicable), with a copy to the Expediting Lead, and any other Air Products team member according to the communication protocol conveyed vide Purchase Order Instructions / Kick-off Meeting. Additionally, below are the region-specific Email IDs for sending the Inspection Notifications, which are to be kept in cc of the Emails.

Inspection Location	Inspection Mailbox
North America	APAINSPE@airproducts.com
China	APCINSP@airproducts.com
India	APIINSP@airproducts.com
Europe	APEINSP@airproducts.com

4.7 Inspection Execution

- 4.7.1** Supplier shall ensure readiness of the material in accordance with the Inspection Notification raised to AP.
- 4.7.2** Supplier shall ensure that the inspection stage has satisfactorily passed the supplier's own inspection before the same is offered to AP inspector.
- 4.7.3** Supplier shall maintain the records of inspections during the inspection. Shop records for the preceding stage of the inspection shall have to be made available upon request of the visiting AP inspector. Shop records of the inspection stage being offered to AP shall be made promptly and provided to the visiting inspector for signoffs.
- 4.7.4** Supplier shall ensure to send a copy of these inspection records over email to AP Source Inspection Lead over email after the completion of the inspection.
- 4.7.5** Supplier shall allow the visiting inspector to take photographs of the items being offered for inspection, to evidence the execution of inspection, any observation/remarks, etc. In case of any prohibition of photography at the suppliers' facilities, the supplier shall be asked to take the photographs on their own and submit to AP over email.
- 4.7.6** In case of late inspection cancellation (less than 48 hours) or in case of non-readiness of material conveyed during the day of the inspection to the AP inspector, AP shall reserve the rights to back-charge the supplier, the cost of the inspection.

4.8 Inspection Waivers

- 4.8.1 The supplier shall submit any Inspection Waiver in AP Inspection Waiver Request form, duly justifying the reasons of waivers.
- 4.8.2 Air Products Hold and Witness Points may only be considered as waived once Air Products has accepted the Inspection Waiver request form.
- 4.8.3 The Supplier will not have the right to claim any delay in the production planning times, in the delivery date, nor any costs deriving from the period necessary for the evaluation process and possible approval of the "exemption requests".
- 4.8.4 If the waiver request is not approved by AP, the Supplier will not have the right to claim any delay in production and any costs incurred.

4.9 Non-Conformance Reports

- 4.9.1 All Non-Conformances identified by Air Products shall be documented on an Air Products Non-Conformance Report (NCR). The Supplier will be issued the NCR by the Air Products Source Inspection Lead and will be required to provide the following information within 48 hours of receiving the NCR:
- Proposed Disposition
 - Root Cause
 - Correction
 - Corrective Action
 - Target Closure Date
- 4.9.2 Rework or repair shall only commence once the proposed correction has been approved by Air Products. After the rework or repair is completed, the item shall be subject to re-inspection by Air Products.
- 4.9.3 The materials/equipment shall be placed under HOLD until formal approval of the proposed resolution/corrective action by AP. The supplier shall not claim any delay in the production schedule, in the delivery date, nor any costs deriving from the period necessary for the evaluation process of the NCR and the possible approval of the corrective action.
- 4.9.4 The NCR may be closed by the originator after satisfactory re-inspection or when the approved disposition is 'Use-As-Is.'
- 4.9.5 All Supplier Non-Conformance Reports related to the equipment or material being supplied to Air Products shall be provided to Air Products.
- 4.9.6 Any supplier Non-Conformance Reports requiring Engineering Analysis / Rework / Repair / 'Use as is' shall be shared with Air Products for approval before supplier initiates any repair at their shop.
- 4.9.7 Equipment / material shall not be released for shipment or delivered by the Supplier until all associated Non-Conformance Reports (NCR's) are closed.

4.10 Inspection Release Certificate (IRC) and Shipping Release Note (SRN)

4.10.1 AP shall issue an Inspection Release Certificate upon completion of below:

- All the stages of inspection as per the agreed Inspection and Test Plan stand complete.
- The vendor documents shall have reached their final approval stage.
- All punch points stand closed.
- Any NCRs/Deviation Requests stand closed.
- All work has been deemed acceptable by AP in accordance with the requirements of codes, standards, and project specifications.
- All country specific requirements are complied, and relevant document provided to AP (PED/UKCA/CRN, etc.).
- Applicable code compliances are obtained (example: MDR for U stamp jobs, etc.).

4.10.2 Equipment and/or material subject to inspection by Air Products shall not be released for shipment by the Supplier until Air Products has issued a Shipping Release Note to the supplier.

4.10.3 AP IRC does not absolve the supplier of the responsibility to fulfill the contractual requirements, as per clause 4.10.1 above.

4.11 Packing and Preparation for shipments

4.11.1 Supplier shall follow the agreed AP specifications(s) and procedure(s) for packing and preparation for shipments.

4.12 Related Information

SPEC-PROCURE-0003a	Pre-Inspection Meeting Agenda
SPEC-PROCURE-0003b	Inspection Notification
TE-PROCURE-0026	Inspection Waiver Template
TE-PROCURE-0028	Non-Conformance Report (NCR)

5. OPTIONAL REQUIREMENTS

5.1 Not applicable

6. REQUIRED INFORMATION

6.1 Not applicable

7. PRIMARY GOVERNING DOCUMENT(S) (Air Products Internal Use Only)

QM-ENAB-0001 Quality Manual

[About this document](#) (Air Products Internal Use Only)

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