



REVISION HISTORY

Ed.	Date	Description of the change
0	20/10/2017	Initial edition, update documentation to standards UNE-EN ISO9001:2015 and PECAL-AQAP-2110 Ed.4

DOCUMENT APPROVAL

ELABORATED	REVIEWED AND APPROVED
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***QUALITY REQUIREMENTS TO
SUPPLIERS AND SUBCONTRACTORS***

1.- PURPOSE AND SCOPE

The purpose of this instruction is to define the ELS requirements related to the quality requirements of the products and / or services contracted from suppliers and subcontractors.

This instruction is applicable to all purchases of the organization.

2.- DEFINITIONS AND ABBREVIATIONS

Not applicable

3.- DEVELOPING

The Purchasing Department has the responsibility of disseminating and notifying in writing the quality requirements of the organization to the different suppliers and subcontractors both in the request for offer and in the firm order, being the same one more part of the same order and without the which will not be entered into the ELS system and therefore to their billing.

The different minimum quality requirements are described below depending on the different groups of materials. These requirements can be expanded and / or completed by additional ones if the project requires it:

3.1.- METALLIC MATERIALS

3.1.1.- Metal sheets, coils, profiles:

- Certificate 3.1 according to EN10204 Chemical composition and mechanical properties by received delivery
- Traceability of the material through identification by screen printing for thicknesses $\geq 3\text{mm}$
- Delivery note identifying at least ELS reference, quantity, and order number

3.1.2.- Metallic subassemblies ordered by drawing (Cutting, folding and / or machining):

- Certificate 3.1 according to EN10204 Chemical composition and mechanical properties by received delivery
- Traceability of the material through identification by screen printing for thicknesses $\geq 3\text{mm}$
- Delivery note identifying at least ELS reference, quantity and order number
- Registration of dimensional control on the same plane (frequency established by the Purchasing Department and / or Quality Department depending on the quantity)

3.1.3.- Welding filler materials:

- Certificate 3.1 according to EN10204 Chemical composition and mechanical properties by received delivery
- CE certificate of the material and identification on it and the packaging
- Delivery note identifying at least ELS reference, quantity and order number

3.1.4.- Bolting parts:

- Certificate 2.1 according to EN10204 of conformity to the order for delivery received
- Delivery note identifying at least ELS reference, quantity and order number

3.1.5.- Welded metal sub-assemblies ordered by drawing (Cutting, bending, machining and / or welding):

- Certificate 3.1 according to EN10204 Chemical composition and mechanical properties for received delivery of the base material
- Certificate 3.1 according to EN10204 Chemical composition and mechanical properties for received delivery of the welding filler material
- Delivery note identifying at least ELS reference, quantity and order number
- Registration of dimensional control on the same plane (frequency established by the Purchasing Department and / or Quality Department depending on the quantity)
- WPS welding specification used in the weld fabrication of the assembly

3.2.- PAINTING AND STICKERS

3.2.1.- Painting:

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- Expiration of the product over 6 months
- Certificate 2.1 according to EN10204 of conformity to the order for received delivery indicating the traceability of the material by means of identification with batch number and expiration date
- Delivery note identifying at least ELS reference, quantity and order number
- Color sample specimen with data logging colorimetry (L, a, b) and brightness (%) by received delivery
- Product data sheet for delivery received
- Product safety data sheet for delivery received
- If applicable, Certificate of behavior before fire and smoke with a maximum age of 5 years

3.2.2.- Stickers:

- Expiration of the product over 6 months
- Certificate 2.1 according to EN10204 of conformity to the order for received delivery indicating the traceability of the material by means of identification with batch number and expiration date
- Delivery note identifying at least ELS reference, quantity and order number
- Product data sheet for delivery received
- Product safety data sheet for delivery received
- If applicable, Certificate of behavior before fire and smoke with a maximum age of 5 years

3.2.3.- Paint process outsourcing:

- Delivery note identifying at least ELS reference, quantity and order number
- Painting Phase Control Record provided by the Purchasing Department and / or Quality Department
- Test specimen of the painting system
- In case of using paints and adhesives not supplied by ELS, the previous points 2.2.1 will apply. and 2.2.2

3.3.- VEHICLE BODY**3.3.1.- Modifications to chassis, suspension systems, braking systems, wheelbase, location of fuel tanks:**

- Installation certificate describing transformation, compliance with bodybuilder guidelines of the vehicle brand and maximum MMA per axle
- List of spare parts
- Warranty conditions and technical services contact

3.3.2.- Add-on elements (coupling devices, lifting platforms, rear protections, side protections, light signaling devices, devices for indirect vision, seats, belt anchorages, anti-spray systems, etc.):

- Certificate of approval of the element under the corresponding directive or regulation:
 - Devices for indirect vision R46
 - R58 rear protection and lifting platforms
 - R73 side protection
 - R109 anti-spray systems
 - R55 coupling devices
 - Retro-reflectors R3
 - R4 license lights
 - R6 direction indicators
 - R7 position, braking and clearance lights
 - R87 daytime running lights
 - Side lights position R91
 - R104 reflective signage
 - R16 seat belts
 - R14 seat belt anchors
 - R17 seats, anchors and headrest
 - R10 electromagnetic compatibility certificate for lifting platforms and electric winches

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- Delivery note identifying at least ELS reference, quantity and order number

4.- RESPONSABILITIES

** **Purchasing Department:** disseminate this instruction among suppliers and subcontractors that supply material and / or products for the organization and as responsible for this instruction, modify, disseminate and enforce this instruction at all levels within the organization.*

5.- REFERENCES

UNE-EN 10204 Metal products. Types of inspection documents.