

Description: **SUPPLYING SPECIFICATION**

# SUPPLYING SPECIFICATION

## REVISION MATRIX

		DATE	EMISSION	CHECK	APPROVAL	
		19.02.14	<i>Federico Zugno</i>	<i>Giulio Marchetto</i>	<i>Costa Antonio</i>	
REV.	DATA	EMISSION	CHECK	DESCRIPTION OF MODIFICATION <sup>1</sup>	DATE	APPROVAL
<b>1</b>	27.02.15	<i>Federico Zugno</i>	<i>Giulio Marchetto</i>	Modification of chapters 7.1 and 7.2	27.02.15	<i>Costa Antonio</i>
<b>2</b>	24.01.16	<i>Federico Zugno</i>	<i>Giulio Marchetto</i>	Modification of chapter 2.2	24.01.16	<i>Costa Antonio</i>
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						

<sup>1</sup> Amendments to the review are highlighted in bold underlined

<b>EagleBurgmann.</b> EAGLEBURGMANN BT S.p.A.	<b>PROVISIONING PROCEDURES</b>		Ed.: 1 19.02.14
			Rev.: 2 24.01.16
	Page 2 di 11		
	Description: <b>SUPPLYING SPECIFICATION</b>		

**INDEX**

<b>SUPPLIER IDENTIFICATION SHEET</b>	<b>3</b>
<b>BT –TENUTE IDENTIFICATION SHEET</b>	<b>4</b>
<b>1. PURPOSE AND APPLICATION FIELD</b>	<b>5</b>
<b>2. DOCUMENTS AND REFERRING NORMS</b>	<b>5</b>
<b>3. TERMS</b>	<b>5</b>
<b>4. CONTROL CRITERIAS</b>	<b>6</b>
<b>5. INCOMING MATERIAL CONTROL</b>	<b>7</b>
<b>6. ACCEPTANCE CRITERIAS</b>	<b>7</b>
<b>7. ORDER EXECUTION</b>	<b>8</b>
<b>8. MANAGING NON CONFORMITIES</b>	<b>9</b>
<b>9. RESPONSABILITIES FOR DAMAGES BY DEFECTIVE PRODUCT</b>	<b>10</b>
<b>10. CORPORATE SOCIAL RESPONSIBILITY</b>	<b>11</b>

Description: **SUPPLYING SPECIFICATION**

## SUPPLIER IDENTIFICATION SHEET

FIRM NAME : \_\_\_\_\_

PLANT ADDRESS: Str \_\_\_\_\_

ZIP code \_\_\_\_\_ City \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## OTHER PLANT

Str \_\_\_\_\_

ZIP code \_\_\_\_\_ City \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

## YOUR REFERENCES FOR:

Product Sales \_\_\_\_\_

Technical Problems \_\_\_\_\_

Quality System \_\_\_\_\_

PLEASE, RETURN THIS PAGE FILLED IN AND SIGNED AS YOUR ACCEPTANCE OF  
CONDITIONS DEESCRIBED IN THIS SPECIFICATION, BY FAX OR BY POST.


**FOR ACCEPTANCE**\_\_\_\_\_  
Date\_\_\_\_\_  
Stamp and sign

Description: SUPPLYING SPECIFICATION

**EAGLEBURGMANN BT IDENTIFICATION SHEET**FIRM NAME : **EAGLEBURGMANN BT S.p.A.**PLANT : Str. **Via A. Meucci, 58**ZIP code **36057** City **Arcugnano (VI)**P.IVA.: **01852200243**Tel **0444 / 288977** Fax **0444 / 288971**E-mail **Info@eagleburgmannbt.com**PRODUCTION FIRM Str **Leonardo da Vinci, 9**ZIP Code **36057** City **Arcugnano (VI)**

## OUR SERVICES:

Purchasing Dept. **Giulio Marchetto**  
Giulio.marchetto@eagleburgmannbt.comTechnical Dept. **Alessandro Bedin**  
Alessandro.bedin@eagleburgmannbt.comQuality System **Federico Zugno**  
Federico.zugno@eagleburgmannbt.com

 EAGLEBURGMANN BT S.p.A.	PROVISIONING PROCEDURES		
	Rev.:	2	24.01.16
	Page 5 di 11		
Description: SUPPLYING SPECIFICATION			

## 1. PURPOSE AND APPLICATION FIELD

This document regulates aspects and proceedings of Quality Assurance between EagleBurgmann BT (following called BT) and providers.

The same document defines and describes the arrangements for purchase of material whether raw materials, semi-finished components and finished products that not require other internal processing

This document defines also the responsibilities of the supplier.

The general conditions described in this specification have to be applied to all the supplies excepted the stipulation of particular contract signed by BT.

## 2. DOCUMENTS AND REFERRING NORMS

### 2.1 FIRM DOCUMENTATION

All the general information on features of supplied products are obtained from firm documents:

- drawings
- technical specifications
- purchasing orders
- delivery documents of supplier
- control report, edited by sub-supplier, testifying conformity of supply.
- incoming material bill

### 2.2 Norms and Legislation

International and National Norms and Legislation are the general referring norms. Their specification will be agreed, when necessary, with provider.

**All the components needed to manufacture the BT products have to abide by the European Directive 2011/65/EU (so called RoHS II).**

**Furthermore, it is a specific duty of our suppliers to inform BT if the delivered products are not in compliance with Reach Regulation, with special regard to the substances included in the list of “Substances of Very High Concern” (SVHC)**

## 3. TERMS

We refer to Quality Terms of ISO 9001 norm.

To enable comprehension of some terms used in this documents, here is a brief descriptions of how mechanic seal works.

The rotating seal produced by BT in various shapes and dimensions, is a mechanic organ designed to confine fluids in volumes held by surfaces, some of whom in relative rotating movement.

The classic application is the electric pump, where it is necessary to keep the motor free from fluid infiltration coming from the pump body in spite of a rotating shaft that interrupts the surface confining the fluid.

Due to the dynamic condition in which the seal operates, we use to distinguish a rotating part, joined to the rotating part and a fixed seal. Dynamic seal, defined primary, is localised between

<b>EagleBurgmann.</b> EAGLEBURGMANN BT S.p.A.	<b>PROVISIONING PROCEDURES</b>		Ed.:	1	19.02.14
			Rev.:	2	24.01.16
	Page 6 di 11				
	Description: <b>SUPPLYING SPECIFICATION</b>				

sliding faces of sealing rings, properly constructed in usury and abrasion resistant materials. Their coupling with each seat and rotating parts is allowed by elastic components, typically rubber made, that ensures another sealing, defined “secondary” of a static brand.

## 4. CONTROL CRITERIAS

### 4.1 Sampling modes

The checking of parameters defined in Technical Specifications of each product have to be done under UNI ISO 2859 Part 1 "Sampling proceedings in attributes test – Indexed sampling plans following acceptable quality level (AQL) for a test batch by batch” norm.

Without different indications, the sampling plan to use is the double one for ordinary test with inspection level II.

Derogation to this disposal is allowed in destructive tests and in variable verifications of dimensional features for which it is allowed the use of special test level.

The condition that determinates the change from ordinary to reinforced test or from ordinary to reduced test is the one described from UNI ISO 2859\_Part 1 norm .

Considering the complexity of execution, the sampling rules described above are not valid for physical and mechanic tests on primary seal and secondary seal. So, for primary components density and hardness have to be measured on three sealing rings, apart from the quantity of the batch. The batch is acceptable, for these parameters, if it has no non conformity. When a single non conformity appears, it is necessary to pick another sample of double quantity. For the acceptance, this second sample have to be without non conformities.

Concerning the secondary seal, density, load strength and hardness, have to be tested on batches of variable quantity following the kind of component and the batch quantity. To determine sample quantity, see the specific technical documentation.

### 4.2 Defects classification

#### 4.2.1 Critical defects

We call critical defect the defects that surely compromise the working of the seal. Classic critical defects are, for instance, crack on sliding faces (particularly on graphite, ceramics or hard metal), deformations, out of plan, deep radial scratches on sliding faces, dimension errors, composition of material errors.


Definitely, is critical everything that directly or not makes the seal out of use.

#### 4.2.2 Functional defects

Are functional that defects that procure a worsening of the functional standards or that may cause leakage from the seal.

#### 4.2.3 Aesthetic defects

Each defect that makes poor and cause discredit on the external look of the seal.

 EAGLEBURGMANN BT S.p.A.	PROVISIONING PROCEDURES		
	Rev.:	2	24.01.16
	Page 7 di 11		
Description: SUPPLYING SPECIFICATION			

### 4.3 Acceptable quality levels

The AQL used by BT for the incoming inspections of the material are defined by the quality service based on the application of the material to be controlled and the outcome of previous reviews. Concerning the supplier inspections, the choice of AQL and the definition of the control plans are of ability of the supplier. BT asks to receive information about the inspections provided on supplies

## 5. INCOMING MATERIAL CONTROL

### 5.1 GENERICS

The tests on incoming goods depends of material, supply state, kind of manufactured article. Demanding to Technical Specifications for tests descriptions, here is a summary classification of the tests to do.

### 5.2 Visual inspection

Surface look of components has to be without anomalies. Defects description are deduced from Technical Specification S001.

### 5.3 Dimension Test

It is needed the exact correspondence of dimensions between pieces and drawings/tables of dimensions. Instruments to be used (callipers, micrometers, roughness measurer, shape projectors) have to be suitable to components features.

### 5.4 Technologic inspection

Physical, chemical, mechanic features have to be verified in order to grant a correct working conditions of the finished products, either by functional and quality viewpoint. (rif Supplier/Material Sheets)

## 6. ACCEPTANCE CRITERIAS

### 6.1 Accepting a batch supplied without Test Report

Each incoming batch have to be submitted to statistical verifications mentioned in this specification, following modalities described in internal procedures, excepted the batches with features of 6.2 chapter. To overcome the incoming material inspections is a condition *sine qua non* for the acceptance of the material, with the reserve that we do not have other rejected pieces during the production or by our final customer.

### 6.2 Free-pass material

After a watching period, which length have to be sufficient for Quality Service of BT to evaluate the supplier controls, the requirements to assign the FREE-PASS to the material of that supplier can be reached.

Supplied free-pass batches must be delivered with Control Certificate or Conformity Declaration. Such batches will be accepted without verifications, but only beside the examination of documents.

<b>EagleBurgmann.</b> EAGLEBURGMANN BT S.p.A.	<b>PROVISIONING PROCEDURES</b>		Ed.:	1	19.02.14
			Rev.:	2	24.01.16
	Page 8 di 11				
	Description: <b>SUPPLYING SPECIFICATION</b>				

BT keeps the right to perform randomly controls on this kind of goods and revoking free pass if they fail the conditions mentioned above (eg surveys of non-compliance during a random check, a survey of a non compliance during checks in production attributed directly to the supplier, complaint of a customer whose cause is directly attributable to the material supplied)

## 7 ORDER PROCESS

### 7.1 DOCUMENTS

Receiving a BT order, the supplier have to ensure himself about the exactness of technical and administrative documentation in his possession; eventual discrepancies or lacks have to be communicated to BT before executing the order.

The supplier is the only responsible for the correct execution of orders and cannot sub-contract order without a written agreement of BT.

BT keeps rights by law upon drawings, projects, technical specifications given to the supplier to execute orders.

For raw materials and semi finish goods, the order contains the reference to the drawing (article code) and the last issue (three numbers which follow the article description).

E.g. 1220810 GRAFITE AR14R B 002

Where the article code (in this example: 1220810) is also the drawing code and the three numbers after the description (in this example 002) indicate the current issue of the drawing.

The remaining technical documentation (technical specifications, supplier specifications, etc) those are sent by our Purchasing Department via mail.

If we do not receive any communication from the supplier we consider the documentation as accepted.

### 7.2 Economic conditions

The VAT is not included in all the prices on the documentation issued by BT.

### 7.3 APPROVAL OF SERIAL SUPPLYING


One of the basic criteria to define the choice and acceptance of products to buy is to examine a sample supply of the product. It will be a task of the supplier, before starting deliveries, to perform a initial sampling supply, in quantity previously agreed, with documents stating:

- analysis done by supplier on the batch following inspection plans applicable by the supplier
- referring date and number of specifications applied to control the goods
- conforming result of tests.

After examination of these documents and the material received, BT, keeping in evidence the quality structure of the supplier and the reliability of documented tests, decide if approve the article and authorizes the production of a pre-series consignment

The provision of pre-series, which size will be defined by BT, should be:



 EAGLEBURGMANN BT S.p.A.	PROVISIONING PROCEDURES		
	Rev.:	2	24.01.16
	Page 9 di 11		
Description: <b>SUPPLYING SPECIFICATION</b>			

- Accompanied by documentation that can ensure the quality level defined sampling phase;
- Meets the samples stored in the company
- Reliable being used in the production process

At the end of the test period of the pre-qualified product and after testing the:

- Demonstration of the reliability of the supplier;
- Results of audits (in accordance with the plans of control)

BT decides to approve definitively the final product, the result of that decision will be communicated to the supplier by the BT purchasing office

#### 7.4 EXECUTING WORKS

Supplied products have to understate to dimensional, functional, aesthetic features preventively stated by technical documentation given to supplier .

The delivery of technical documentation occurs by BT, the supplier must deliver the material in accordance with that documentation

The provider must verify if technical documents he owns are adequate and advice BT in case of relevant discrepancies before execution of order. Each modification to the features that may cause deviation from specified requirements must be approved by our Technical Service.

The supplier also is required to check the technical documentation in its possession and notify to BT Tenute in case of inability to comply with the same, before the execution of the order

The provider should execute the pieces in the requested quantity using materials suitable to the purpose they are prepared.

Technical requirements of supplied goods are argument of Technical Specifications designedly edited for purchased goods **(see point 7.1)**

Goods have to reach in suitable packing to adequately preserve the contained pieces.

#### 7.5. CONTROLS MADE BY SUPPLIER

The responsibility to grant tests and overcoming of tests following this specification on goods sent to BT or stored in provider plants is trusted to the supplier .

When stated by agreement, supplier must certify responding of batch to BT s requirements through a “Certificate of Control ” or a “Conformity Declaration”. By the name "produced batch" we mean the whole quantity of pieces identified with same part number and same batch number.

From the specific document attached to the delivery document, it should be clear that on the components of the batch the supplier has done statistical verifications described in this document or in specific test procedure settled with agreements between BT and the supplier.

### 8. MANAGING NON CONFORMITIES

#### 8.1 NON CONFORMING BATCHES

When the quantity of defects (under the control of acceptance of goods, in case of production control or in case of complaint directly attributable to the supplier) is greater or equal to the reject number defined by stated AQL, there is the non acceptance condition for the supply. This non conformity will be immediately communicated by written to the provider to define the corrective action, stating that sending

<b>EagleBurgmann.</b> EAGLEBURGMANN BT S.p.A.	<b>PROVISIONING PROCEDURES</b>		Ed.:	1	19.02.14
			Rev.:	2	24.01.16
	Page 10 di 11				
	Description: <b>SUPPLYING SPECIFICATION</b>				


back, substitution and selection expenses will be in charge of supplier, which reliability will be evaluate again.

## 8.2 FITTING OF NON CONFORMING GOODS

In case of not binding productive demands, BT could be constricted , after communication to the supplier, to use, after a selection or through additional works on pieces, part of a non conforming batch. The costs faced to use non conforming material are in charge of the supplier.

## 9. RESPONSABILITIES FOR DAMAGES BY DEFECTIVE PRODUCT

Accepting supplying order from BT, the supplier declares automatically to be in charge of responsibilities for eventual damages due to defectiveness on his product as stated by the Italian law “Decreto Legislativo n. 206 del 06 September 2005 “Consumer Code” (implementing regulations of various European regulations on consumer protection)

 EAGLEBURGMANN BT S.p.A.	PROVISIONING PROCEDURES		Ed.:	1	19.02.14
			Rev.:	2	24.01.16
	Page 11 di 11				
	Description: SUPPLYING SPECIFICATION				

## 10. CORPORATE SOCIAL RESPONSIBILITY

The supplier intends to comply to the general requirements of SA8000:14, which are summarized in the following:

1. **Child labour:** the company do no engage or support the use of child labour. It is intended as child labour the use of manpower with an age less than 15 years old or older when required by Local Law (e.g. In Italy 16 years of age).
2. **Forced and compulsory labour:** the company do not use or support any kind of forced or compulsory labour. The definition of forced or compulsory labour (see ILO convention 29) includes any kind of labour not done voluntarily by the workers (e.g. an example of forced labour is to force a worker to do a job to extinguish a loan with the company).
3. **Health and Safety:** the organization shall guarantee a safe and healthy environment for the manpower. At least the Health and Safety condition shall be compliance to the Local Law. The company shall spent any reasonable effort to minimize and, where possible, eliminate the occupational risks.
4. **Freedom of association and right to collective bargaining:** the company shall guarantee the right to form, join and organize trade unions. Furthermore the organization shall guarantee to the manpower the right to bargain collectively with the company. The workers and their representatives shall not be discriminated and/or persecuted in any form because of these rights.
5. **Discrimination:** the organization shall engage in or support discrimination in hiring, remuneration, in access to promotion, etc. based on race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinion age, or any other condition that could give rise to discrimination.
6. **Disciplinary practise:** the company shall treat all personnel with dignity and respect. Te company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel.
7. **Working hours:** the company shall comply with applicable laws and industry standards on working hours and public holidays
8. **Remuneration:** the company shall ensure that wages paid for a normal work week shall always at least be sufficient to meet the basic needs of personnel and to provide some discretionary income.

The supplier commits itself to:

- eventually be audited in relation with the above requirements;
- promptly solve every non conformity connected with the above requirements;
- guarantee a transparent supply chain in relation with the above requirements.