1.0 SCOPE

1.1 Any procured items requiring deliverable documents.

1.2 To define the documents that must be supplied with goods.

2.0 TERMS & DEFINITIONS

PO	Purchase Order
SDRL	Supplier Document Requirements List
Supplier	Any company, including LFH Fluid Control, that supplies goods against a purchase order

3.0 TABLE DETAILS

The following contains the key to the table in section 4.0 of this document.

3.1 Submission Type

A	[**A**]cceptance. Acceptance of documents will form the basis of receipt of goods. Acceptance of documents does not absolve the supplier from responsibility of supply of goods against any other specified requirements
I	[**I**]nformation. Receipt of documents will not form the basis of receipt of goods and the documents will be used to provide information only
R [W]	[**R**]etained. The document must be retained by the supplier for a minimum of the specified time in weeks [**W**]

3.2 Submission Schedule

G	With [**G**]oods. Documents must arrive with the goods
PO	With [**PO**]. Documents must be supplied upon placement of the PO
T [-/+]	Within specified [**T**]ime. Documents must be supplied within the specified number of days prior [**-**] or post [**+**] your dispatch to us or our collection of goods

3.3 Traceability

Goods must be clearly marked to allow traceability to the supplied document.

S	Individually [**S**]erialised. Each individual part must be supplied with an individual document. The document must list the LFH Fluid Control part number and purchase order number
N	Per part [**N**]umber. Each part number must be supplied with a document. Where parts are from different batches of material, then separate documents per batch must be supplied. Under no circumstances shall a document containing multiple part numbers be supplied. The document must list the LFH Fluid Control part number and purchase order number
B	Per [**B**]atch. The document may contain multiple part numbers, providing they are all from the same batch of material. Where parts are supplied from different batches of material, then a separate document per batch must be supplied. The document must list the LFH Fluid Control part numbers and purchase order numbers or must be traceable via delivery note
D	Per [**D**]elivery. One document covering the whole delivery. The document must list the LFH Fluid Control part numbers and purchase order numbers

3.4 Delivery Method

P	[**P**]rinted
E	Sent via [**E**]mail to QHSE@lfhfluidcontrol.com

4.0 DOCUMENT REQUIREMENTS

Where multiples of the same document are listed below, this is because they have multiple deliverable definitions which must all be met.

DOCUMENT	*SUBMISSION TYPE*	*SUBMISSION SCHEDULE*	*TRACEABILITY*	*DELIVERY METHOD*
DELIVERY NOTE	*I*	*T-1*	*D*	*E*
BS EN 10204 3.1 MATERIAL CERTIFICATE	*I*	*T-1*	*B*	*E*
DELIVERY NOTE	*A*	*G*	*D*	*P*
BS EN 10204 3.1 MATERIAL CERTIFICATE	*A*	*G*	*B*	*P*

5.0 REQUIRED APPROVALS:

Senior QHSE Engineer	***Approvals on File***
Data Manager	***Approvals on File***

6.0 REVISION HISTORY

Revision	Date of Release	Author	Summary of Change
00	26/03/2019	CL	INITIAL RELEASE
01	06/01/2023	DW	Using new LFH template, Section 2.0 Definitions, Supplier definition, removed "***or shop (production) order***", Section 3.3 Traceability Batch, added "*or must be traceable via delivery note"* added additional requirements to Section 4.0 Document Requirements so that documents are received in advance of delivery.
02	06/02/2023	CG	Added Data Manager to 5.0