

SCOPE

- I 1.1 This practice covers the minimum standards for **Quality Programs** for specific equipment, components, materials, systems, or services to be provided or furnished to Exxon, or Exxon Affiliates. The purpose of the **Quality Program** is to identify the procedures and controls to be implemented by the affected organization to ensure the equipment, components, materials, systems, or services within the scope of supply meet the specified requirements.
- I 1.2 When specified, this practice shall be applied to any **direct** or **indirect** purchase orders, sub orders, or services agreement for or by Exxon or Exxon affiliates.
- I 1.3 **An asterisk (*)** indicates that a decision by the Purchaser is required or that additional information is provided by the Purchaser.

SUMMARY OF ADDITIONAL REQUIREMENTS

- I ↗ 2.1 **Table 1** lists the standards which shall be used with this practice.

TABLE 1

STANDARDS
ANSI / ASQC C1-1985 (R1996) Specification of General Requirements for a Quality Program (corrected Edition 1987) ANSI / ASQC Q90-1994/ISO 9000 - 1994 Quality Management and Quality Assurance Standards - Guidelines for Use by the Chemical and Process Industries ANSI / ASQC Q9001 - 1994 Quality Systems - Model for Quality Assurance in Design/Development, Production, Installation and Servicing ANSI / ASQC A8402 - 1994 Quality Management and Quality Assurance - Vocabulary

DEFINITIONS

- I 3.1 **Quality Program** is the documented plan(s) for implementing the quality system by the affected organization for the specific scope of supply for the particular inquiry or purchase document.
- I 3.2 **Quality System** is the organizational structure, responsibilities, procedures, processes, and resources for implementing quality management.
- I 3.3 **Quality Plan** is the document setting out the specific quality practices, resources, and activities relevant to a particular product, process, service, system, contract, or project.
- I 3.4 **Quality Control** is the operational techniques and activities that are used to fulfill requirements for quality.
- I 3.5 **Quality Assurance** are those planned and systematic actions necessary to provide adequate confidence that a product or service or a project will satisfy given quality requirements.
- I 3.6 **Quality Audit** is the systematic and independent examination and evaluation to determine whether quality activities and results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.
- I 3.7 **Auditor** is the individual who carries out the audit.
- I 3.8 **Affected Organization** is the individual or organization upon whom this International Practice is imposed.
- I 3.9 **Direct Orders** are purchase orders issued to a supplier on behalf of, or by Exxon or an Exxon Affiliate, for materials or equipment. (These are also known as "main orders" or "prime orders.")
- I 3.10 **Indirect Orders** are purchase orders issued by a supplier (who is recipient of a direct order) for mill or foundry materials or component parts or subassemblies for fabrication or assembly. (These are also known as "sub-orders, shop orders, internal work orders, etc.")
- I 3.11 **Purchaser** may be Exxon, an Exxon affiliate organization, or Exxon designated representative responsible for procuring equipment, components, materials, systems, or services.
- I 3.12 **External Audits** are **Quality Audits** performed by the Purchaser.
- I ↗ 3.13 **The term supplier**, used in this practice refers to the manufacturer, vendor, sub-supplier, contractor or sub-contractor, and/or the recipient of the purchase order.

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(This practice is appropriate for attachment to Inquiry or Purchase Document)

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PROCEDURES

- O,R *4.1 When this International Practice is specified, the Supplier (**Affected Organization**) shall provide the Purchaser a Specific **Quality Program** which shall include individual **Quality Plans** for each piece of equipment, lot of material(s), system(s), or service(s) included in the scope of supply by the specification. Unless otherwise specified, the preliminary **Quality Program** and **Quality Plan** shall be submitted to the Purchaser with the supplier's initial proposal and/or quotation.
- I ♦ *4.2 Quality Programs shall generally be structured in accordance with ANSI/ASQC C1 - 1985 (R1996), or ANSI/ASQC Q90-1994/ISO 9000 - 1994, or other quality standard format that has been mutually agreed upon by Exxon and the Affected Organization.
- I *4.3 Unless otherwise advised, the following are **minimum** requirements to be addressed in the **Quality Program** and **Quality Plan** for the specific scope of supply:

a. Management Responsibility and Quality Systems utilized	k. Inspection and Test Status Identification
b. Quality Assurance plans and actions for scope of supply	l. Control of Nonconforming Product
c. Design Control Procedures for scope of supply	m. Corrective Action
d. Document Control Procedures	n. Handling, Storage, Packaging, and Delivery of Products
e. Procurement	o. Quality Records Maintenance
f. Material Control Methods	p. Internal and External Audit Plans
g. Product Identification and Traceability Methods	q. Training and Testing to qualify personnel
h. Production Process Control Methods	r. Servicing, Commissioning, and After-Market, when specified
i. Quality Control, Inspection, Testing, and Acceptance Criteria	s. Statistical Techniques used
j. Inspection, Measuring, and Test Equipment Records	

- R,C ♦ 4.4 The **Quality Program** and **Quality Plan** shall be updated to include Exxon specific requirements and submitted for the Purchaser's review and approval within four weeks after purchase order/agreement award.

Any changes to the previously submitted **Quality Program** or **Quality Plan** shall be submitted within 10 working days for the Purchaser's review and approval prior to use. This includes revisions for both **Direct** orders and **Indirect** orders and agreements.

QUALITY AUDITS

- R,C 5.1 The **Purchaser** shall have the right to conduct and carry out **External Audits** for compliance with the approved Quality Program and the intent of this International Practice.
- I 5.2 **External Audits** shall be conducted by **Exxon** or their designated representatives.
- I 5.3 **External Audits** may cover the complete **Quality Program** and **Quality Plan**, or any part, or parts thereof.
- I 5.4 The Purchaser or his representative shall have **Free Entry** to those parts or areas of the supplier or sub-supplier's facilities to conduct External Audits, unless prohibited by government security regulations. In such cases, these security regulations must be identified prior to the purchase order, and provisions made to make available all necessary data to the Auditor to conduct a comprehensive Quality Audit.
- I 5.5 Compliance with approved **Quality Programs**, or major portions of such programs, that is deemed unsatisfactory through External Audits by the Purchaser may be cause for withholding acceptance of the product(s).
- I 5.6 **Auditor's Safety:** The Supplier shall provide a safe working environment for the Auditor(s) and shall alert the Auditor to all known potential hazards. If the working environment, or conditions are unsafe in the opinion of the Auditor, the Auditor will not conduct the Quality Audit. Likewise, the Auditor shall be knowledgeable of and comply with the Supplier's safety rules.

Revision Memo

6/93

Original Issue of Basic Practice

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Revision 0 - Original Issue of International Practice

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Revision 1

Minor editorial changes only. Revised **Par. 2.1 Table 1** to update list of standards, added **Par. 3.13** to define supplier, revised **Par. 4.2** to update applicable Quality Program standards, and revised **Par. 4.4** to include Exxon specific requirements.

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