



SUPPLIER QUALITY REQUIREMENTS PJ-1037

Jeanie Emerick 4/26/21
J. Emerick - Quality Manager

Al Fore 4/26/21
A. Fore - Purchasing Manager

Sam Gadberry 4/27/21
S. Gadberry - Supply Chain Manager

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Revision History			
Revision	Changes	Date	By
J	Initial Issue. Procedure separated from P&J Machining's Quality Policy Manual & QMS Processes, Rev. N, dated 9/11/13, and QR Notes PJ-1037 Rev. I.	2/15/15	K. Ives
K	Deleted "and who do not have an industry accepted third party certification and/or P&J Machining's customer approval" from section 1.2	3/11/15	K. Ives
L	Updated Quality Policy, changed Section 3.d to "twenty (20) year" document retention period. Revised Sections 3.b, 3.d, 3.e, 3.g, 3.j, 3.l, 3.n, 3.o, 3.u, 3.w 3.bb, for clarity	1/15/17	K. Ives
M	Added section "3.dd" to address Foreign Object Debris/Damage (FOD) Control. Added definition to Section 2 for FOD.	4/12/17	K. Ives
N	Revised "3.s, Comment" for use of Acceptance Authority Media.	6/1/17	K. Ives
P	Updated to AS9100D requirements. Updated Section 1. "Introduction and Scope"; Updated Section 1.4; Added Section 1.7; Added to definitions to Section 2. for "Authorized Distributor, Counterfeit Part, FAA, Risk, Risk Management, Special Processes"; Added to Section 3.f test specimen comment; Added to Section 3.l comment to C of C statement; Added to Section 3.q statistical sampling comment; Added to Section 3.cc "mill"; Added Section 3.ee	11/14/17	K. Ives
Q	Revised Section 3.d.-changed 20 years to 10+1 and added supplier disposition of records	04/26/21	J.E.

1. Introduction and Scope

P & J Machining Company's Quality Policy is,

“P & J Machining, Inc., is committed to meeting customer, regulatory and statutory requirements by manufacturing to requirements and delivering on time, while continually improving the effectiveness of our quality management system.”

It is understood by P&J Machining the value of our Supply Chain in achievement of this policy, and requires a similar desire and commitment to excellence from our Suppliers, and their employees. With this open communication between us, we can strive for mutual success for both of our organizations.

It is of the utmost importance to understand that P&J Machining produces products for use in the aerospace and defense industry, and Supplier's shall ensure that all of their employees are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- the importance of ethical behavior

By this, P&J Machining has created this *P&J Machining Supplier Quality Requirements* document to clearly communicate our requirements, in the implementation of the Supplier's own quality management system.

- 1.1. This document defines general and specific quality system requirements for the P&J Machining supply chain, which are further defined in Section 3.
- 1.2. This document applies to all suppliers/sub-contractors whose products or services are included in P&J Machining's end items.
- 1.3. This document is intended to explain and supplement, but not replace or nullify any specifications, standards, terms and conditions, purchase order terms, purchase agreements or other contractual agreements.
- 1.4. The requirements outlined in this document are designed to ensure that the supplier's quality practices comply with Federal regulations, industry standards, and P & J Machining practices; specifically:
 - Federal Aviation Administration, Title 14 Code of Federal Regulations
 - The requirements of SAE Aerospace Standard AS9100D Standards
 - Best industry practices for aerospace supplier quality management,
 - P&J Machining Customer's requirements that are applicable to P&J Machining's supply chain,
 - P&J Machining specific specifications, standards, forms, processes and practices.
- 1.5. All supplies and services received by P&J Machining shall be subjected to inspection verification after receipt, as necessary to assure conformance to purchase order requirements. P&J Machining shall not be obliged to subject non-conforming supplies to complete inspection. **Unless otherwise authorized in writing by P&J Machining, the Supplier shall furnish only articles which are in complete compliance with all purchase order requirements.**
- 1.6. ANY DEVIATIONS TO THE REQUIREMENTS OF THIS DOCUMENT MUST BE APPROVED WITH WRITTEN CONSENT OF P&J MACHINING.
- 1.7. Supplier's shall ensure that all of their employees are aware of:
 - their contribution to product or service conformity
 - their contribution to product safety
 - the importance of ethical behavior

2. Definitions

AS9100: Aerospace Standard- Standard developed by a technical Committee including all elements of ISO9000 with additional requirements needed for the Aerospace Industry.

AS9102: First Article Inspection requirement- Aerospace Standard for First Article Inspection, three part form used for all first production parts.

Authorized Distributor: A distributor of that has been identified and is controlled by the manufacturer.

Contract: Purchase Order (PO)

Commercial, off-the-shelf (COTS): This is product which is ready-made and available for sale, lease, or license to the general public.

Counterfeit Part: An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.

NOTE: Examples of a counterfeit part can include, but are not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.

FAA: Federal Aviation Administration- Government body tasked with assuring safety of aviation in the USA.

Foreign Object Debris (FOD): A substance, debris or article that has invaded a product, assembly or system, and would potentially cause damage.

P & J Machining (P&J): This includes P&J Machining Co. employees, representatives, customers and regulatory agencies including the FAA.

NADCAP: National Aerospace and Defense Contractors Accreditation Program- Independent certification for special processes.

Original Equipment Manufacturer (OEM): An organization that manufactures products or components that are purchased by a company and retailed under the purchasing company's brand name. OEM refers to the company that originally manufactured the product.

Risk: An undesirable situation or circumstance that has both the likelihood of occurring and potentially negative consequences.

Risk Management: The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Special Process(es): Any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and, as a consequence, deficiencies become apparent only after the product is in use or the service has been delivered.

Supplier Type: Any external provider that include:

- 1) **Distributors of Standards** (Part Standards, COTS (Commercial Off The Shelf) Sources, Catalog Sales, and OEM products) - P&J Code "T"
- 2) **Finishing & Special Processes Suppliers** (Special Processes including but not limited to Welding, Heat Treat, Plating, Painting) – P&J Code "P"
- 3) **Manufacturers** (Machining, Casting, Molding, Forging, Metal Forming) – P&J Code "V"
- 4) **Raw Material Suppliers** (Wrought Metals, Plastics, Extrusions) – P&J Code "S"
- 5) **Support Services & Products** (Prototyping, OEM (Original Equipment Manufacturer), Training Services, Engineering Defined Sources, Calibration & Test Services, Assembly) – P&J Code "N"

3. Supplier Quality Requirements

In addition to the requirements stated in Section 1., the table below describes and defines those requirements for which Suppliers are responsible. The **Applicability** column defines which **Supplier Type** (see Section 2) are affected by the specific requirement.

Requirement	Applicability	Comments
a. The Supplier shall allow an on-site audit of their Quality Control System by either P&J personnel and/or P&J customers and/or regulatory authorities.	All Suppliers	Advance notice will be given before an audit is conducted.
b. The supplier shall conduct a review of all the P&J Machining's Purchase Order requirements, to ensure their product or service conforms to those requirements.	All Suppliers	The supplier may be asked to present evidence of review during an audit.
c. The supplier's Quality Management System shall address the requirements contained in this document.	All Suppliers	Upon request, you may be asked to provide P & J Machining with a copy of your Quality Manual.
d. Quality related documentation and certifications shall be retained and available to P&J for a period as defined in your internal procedures or a minimum of ten (10+1) plus one years, unless otherwise stated in the contract.	All Suppliers	The supplier may be asked to present such records during an audit. Supplies must contact P&J after the ten plus one years for final disposition of records.
e. All suppliers are responsible for ensuring they have the latest revision of P&J Machining's digital data, drawings and specifications. The latest revisions of the P&J Machining's drawings and/or specifications will be stated on the P&J Purchase Orders. <u>It is the responsibility of the suppliers to obtain any additional documents, standards or specifications called out on those drawings.</u>	All Suppliers	<ul style="list-style-type: none"> • Documents will be available to appropriate personnel as required. • Obsolete documents will be removed from use to preclude unintended use. • Supplier may be asked during an audit, to show methods to ensure that the latest applicable drawing, specifications, digital data and purchase order requirements are used for fabrication, inspection, verification and testing.
f. The supplier shall notify P & J Machining of any substitutions or changes in their product and/or process definition. P & J Machining reserves the right to determine which changes affect fit, form or function.	All Suppliers	<p>Any and all changes must be approved by P&J Machining, prior to shipment.</p> <p>The supplier may be requested to provide test specimens for design approval, inspection/verification, investigation or auditing.</p>

Requirement	Applicability	Comments
<p>g. Supplier shall notify P & J Machining in the event of changes in the processes, products, or services, including:</p> <ul style="list-style-type: none"> • Manufacturing relocation • Changes in personnel (CEO, Plant Director, Quality Director, etc.) or ownership • Major changes/revisions to the Quality Management System. 	All Suppliers	Supplier should submit product to First Article Inspection, after relocation or major changes.
<p>h. In absence of specific packaging requirements on the drawing or purchase order, the supplier shall provide packaging that protects the component from mechanical and environmental damage during transport and storage.</p>	All Suppliers	-None-
<p>i. Nonconforming and suspected nonconforming material shall be segregated and clearly marked as such within the Supplier's facility. Reworked product will be submitted for re-inspection, before release.</p>	All Suppliers	When the Supplier identifies a nonconformance to requirements, the Supplier has the option to submit an Advance Rejection to P&J for disposition, <u>prior</u> to shipment of product.
<p>j. Within 24 hours of discovery, the Supplier shall notify P & J Machining in writing of nonconforming or suspected nonconforming materials shipped to P & J Machining.</p>	All Suppliers	The Supplier shall take prompt action to correct conditions which have resulted or could result in the submission to P & J Machining of products which do not conform to drawing, specification and/or purchase order requirements.
<p>k. Any corrective action request issued by P & J Machining shall be completed by the Supplier in a timely manner.</p>	All Suppliers	The response shall be in writing detailing root cause, correction and verification activities to prevent further occurrence.
<p>l. The Supplier shall submit a Certificate of Conformance (C of C) with each product shipment. C of C is to include:</p> <ul style="list-style-type: none"> • Part Number • P & J Machining's PO # • Quantity Shipped • Lot/Batch # • Specification/Drawing Number & Revisions • C of C is to be signed by an authorized supplier representative. 	All Suppliers	<p>The C of C statement shall certify that the company's quality assurance department has inspected the parts and they adhere to all requirements, applicable drawings/specifications.</p> <p>Before shipment to P&J, Suppliers shall have a system to verify all proper documentation and certification is included.</p>

Requirement	Applicability	Comments
m. P & J Machining owned tooling stored at the supplier's facilities must be given periodic tooling inspection, as required to verify their continued accuracy.	All Manufacturers	Records shall be kept of verification activities, and available for review by P&J Machining.
n. All products that are manufactured to P & J Machining's requirements shall be submitted with all special processing, raw material test reports and/or certification, with each shipment.	All Manufacturers	Certification must show acquisition and full traceability throughout the Supplier's system.
o. P & J Machining furnished material and tooling shall be identified, separated and stored in the appropriate area. All material drop-shipped at the Supplier's facility, shall have P&J Machining acceptance before production can begin on said shipment.	All Manufacturers	P & J Machining must be notified immediately, if condition of material or tooling received at the supplier's facility is damaged or is not capable of producing to its intended purpose. P & J Machining furnished material that is processed nonconforming shall be identified and segregated, when returned.
p. Suppliers will have a system to define the appropriate operators and sequences to produce the product/service to P & J Machining's requirements.	All Manufacturers	-None-
q. Suppliers will at appropriate points in production, have a method of inspection/validation of first piece, in-process and/or final inspection before release to further processing or delivery.	All Manufacturers	The Supplier is required to maintain adequate records of all inspection, test and other quality control activities and shall be available for review by P & J Machining and/or our customers. If statistical sampling is used for product acceptance, the plan shall have an acceptance number of zero(0). (c=0 plan)
r. All products manufactured to P & J Machining's drawing shall have a First Article Inspection per AS9102. A copy is to be submitted with the first delivery of production parts.	All Manufacturers	First Article Inspection Report must be re-accomplished under the following circumstances: <ul style="list-style-type: none"> • Drawing revision • Lapse in production greater than 2 years • Changes to Suppliers facility
s. The Supplier shall maintain a system for identifying the inspection status of supplies throughout production. When Acceptance Authority Media (AAM) are used (e.g., stamps, electronic signatures, passwords), the supplier shall establish controls for the media.	All Manufacturers	NOTE: Use of AAM must be considered as a personal warranty of compliance and conformity, and communicated to authorized employees.

Requirement	Applicability	Comments
t. Suppliers of products manufactured to a P&J Machining's PO requirements shall review their manufacturing capability, work instructions, tooling, fixturing, test equipment, special controls, and the skills required to assure they have the ability to produce products that conform to the requirements.	All Suppliers, except Distributors	This includes any employee competency, or required qualifications to meet PO requirements. The supplier may be asked to present evidence of review during an audit.
u. The Supplier shall flow down all the applicable quality requirements stated in P&J purchase orders, inclusive to this document PJ-1037, to any sub-tier suppliers selected by the Supplier.	All Suppliers, except Distributors	Suppliers shall have a system to approve and disapprove suppliers based on their ability to meet P & J Machining's contractual requirements.
v. Supplier procured parts, materials and processing to be used on P&J end items shall be subjected to a receiving inspection to assure conformance to applicable drawings, specifications and requirements of the P & J Machining purchase order.	All Suppliers, except Distributors	Acceptance requirements shall include test reports, certifications, or inspection verification of physical and chemical properties of raw materials traceable to the source.
w. The supplier will develop work instructions to clearly describe all operations which affect conformance to P&J requirements.	All Suppliers, except Distributors	This is generally considered to be manufacturing planning and/or process control procedures, and these methods are documented. The supplier may be asked to present evidence during an audit.
x. The Supplier shall provide and maintain tooling, gages and other precision measuring and test equipment to the extent necessary to ensure that supplies and services conform to the technical requirements, and will not compromise the quality of P & J Machining end items.	All suppliers except Distributors	Tools shall be calibrated/validated in accordance with established intervals using P&J accepted standards or methods that are traceable to the National Institute of Standards and Technology (N.I.S.T.). Records shall be kept of calibration activities.
y. Suppliers who are Distributors shall maintain a quality system sufficient to ensure items from original manufacturer meet all purchase order, drawing, specification and quality requirements.	Distributors only	-None-
z. Suppliers of commercially developed and manufactured catalog type items that are available for general purchase, are responsible for ensuring their products conform to drawings, specifications or applicable industry standards.	Distributors only	-None-

Requirement	Applicability	Comments
aa. If the supplied product is life-limited, the supplier is required to furnish either the expiration date, or the material cure date.	All life-limited suppliers.	Life-limited materials shall have at least 50% of the shelf life remaining upon receipt at P&J receiving dock.
bb. Product subject to special processing must be accompanied by certification documents. The documents shall specify the Process Specification and Revision, with a statement of the Suppliers conformance to the requirements of that process.	All Finishing & Special Processors	All Special processing shall be accomplished by a source that is: <ul style="list-style-type: none"> • P & J Machining's Customer Approved. • NADCAP Approved. • Industry Accepted Approval. • P & J Machining Approved facilities.
cc. Suppliers of raw materials shall provide raw material certifications traceable to the mill source, with each shipment.	Raw Materials suppliers	-None-
dd. Suppliers shall implement all necessary arrangements to prevent, detect and eliminate FOD during manufacturing, assembly, inspection, storage, maintenance, packaging and shipping.	All Suppliers	-None-
ee. Suppliers shall plan, implement, and control processes, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in products delivered.	All Suppliers	Ref: AS9100D 8.1.4