



Supplier Quality Clauses

SOP-7411

Rev: E

DCR: 57

Date: 11/16/17

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Revision History Table

Revision	DCR	Date	Reason for Change	Change Author
E	57	11/16/17	Rev D revision	S. Hunt

PURPOSE

The purpose of this procedure is to outline requirements for suppliers doing business with Jet Machined Products. In addition to the clauses outlined below, suppliers will be responsible to adhere to any customer specific clauses flowed down to them either through Jet Machined Products or from customers directly.

SCOPE

This procedure applies to all suppliers and vendors providing material, products and/or services to Jet Machined Products and its customers.

RESPONSIBILITIES

The Jet Machined Products Quality Department is responsible for keeping these Supplier Quality Clauses up to date and available on our website.

The Jet Machined Products Quality and Purchasing Departments are responsible for reviewing and updating this document as well as flowing down customer quality clauses to suppliers. All purchase orders indicate the requirement for suppliers to comply with this document, provided on Jet Machined Products' website.

Suppliers and vendors are responsible for adhering to the requirements outlined in this document.



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PROCEDURE- Jet Machined Products Quality Clauses

1. All suppliers must adhere to Jet Machined Products quality system requirements. Suppliers must be qualified by Jet Machined Products as approved suppliers. Suppliers failing to maintain compliance with these quality system requirements may be removed from the approved supplier list.
2. Suppliers must respond to any requests for corrective action in a timely manner. Unless otherwise notified responses for corrective actions are required within 2 weeks.
3. Suppliers must use customer-approved special processes.
4. As applicable, suppliers must notify Jet Machined Products of nonconforming product and arrange for approval of supplier nonconforming material disposition. If authorization is given for a supplier to scrap nonconforming product, it must be rendered unusable if the end user is an aerospace company.
5. Suppliers are required to prevent the use of counterfeit parts. Components must be purchased from OEM or authorized distributors as applicable.
6. Suppliers shall notify Jet Machined Products of any changes to their products and/or processes, changes of suppliers, and changes of manufacturing facility location and obtain approval as required.
7. Suppliers shall, if necessary, provide right of access to Jet Machined Products, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records.
8. As required, Jet Machined Products' customer or their representative will be allowed to verify at our supplier's premises that subcontracted product or processes conforms to specified requirements.
9. As applicable, suppliers shall flow down to their direct and sub tier suppliers the requirements in Jet Machined Products purchasing documents, including special requirements, critical items, key characteristics, or product safety requirements. These purchasing documents shall be available for review upon request.
10. Record retention requirements: Suppliers will retain records that provide evidence of compliance to requirements outlined in purchasing documents. Specific record retention length is described below:
 - Minimum 10 years requirement unless otherwise stated on purchase order.
 - Suppliers will notify Jet Machined Products prior to disposal of any records.
11. Suppliers will implement and maintain processes and controls for Foreign Object Detection as applicable.
12. Suppliers must adhere to any customer specific requirements communicated by Jet Machined Products, including special requirements, critical items, key characteristics, or product safety requirements.



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13. Suppliers must supply certificates of analysis, certificates of conformance, test reports and inspection reports as required by Jet Machined Products purchasing documents.
14. Changes to accepted purchasing documents will be communicated by the Jet Machined Products Purchasing Department via a purchase order revision.
15. Material shipped against purchasing documents will be free of any evidence of poor workmanship that would render the material unsuitable for its intended use.
16. Suppliers will package all items to prevent damage during shipment and storage.
17. Suppliers must ensure their employees are aware of their contribution to product conformity and product safety and the importance of ethical behavior.
18. Suppliers must qualify their employees against the required competencies to ensure product and process conformity. Records of this qualification or training must be maintained.
19. Suppliers performing design and development activities must apply configuration management controls, ensure identification and traceability of components, and utilize change control. Design changes require written approval from Jet Machined Products.
20. If sampling inspection is to be utilized for product acceptance, the sampling plan used must be justified on the basis of recognized statistical principals and appropriate to product criticality and process capability.