



1.0 Purpose/Scope

- 1.1 Requirements of this document when referenced on a purchase order, apply to suppliers that furnish direct product related materials and/or direct product related services associated with the manufacturing of products by P&L Machine, Inc., regardless of supplier's accreditation, certification, industry, or regulatory status. Suppliers of retail and/or commercially available commodities / goods are not within the scope of this procedure.

2.0 Inputs

- 2.1 This document is created utilizing the current revision of the following documents:
- 2.1.1 **AS9100 Quality Management System** – Requirements for Aviation, Space, and Defense Organizations
 - 2.1.2 **ISO9001 Quality Management System** – Requirements

3.0 Supplier Status / Category

- 3.1 P&L Machine has (3) supplier approval status levels (see below):
- 3.1.1 “Conditionally Approved” status will be assigned to new suppliers being onboarded, except as described in Paragraph, 3.1.2.1 below. Conditionally Approved status will remain in effect until supplier has satisfactorily completed a minimum of (3) orders.
 - 3.1.2 “Approved” status will be assigned to suppliers that have established a proven track record of meeting quality and OTD standards established by PLM.
 - 3.1.2.1 Suppliers with ISO-9001, AS9100, NADCAP registration(s) may initially be added to the Approved Direct Product Supplier list at PLM's discretion, without further consideration(s).
 - 3.1.2.2 Approved status may be revised to Conditionally Approved in the event supplier performance drops below acceptable quality and OTD delivery standards established by PLM.
 - 3.1.3 “Suspended” status will be assigned to suppliers unable to reliably conform with quality and/or OTD standards established by PLM, eliminating the supplier for consideration of future purchase orders.



4.0 General Requirements

4.1 Required Supply Chain Controls

4.1.1 P&L Machine requires approved direct product related material and direct product related services suppliers to apply controls across their direct and sub-tier supply chain to ensure all purchase order requirements are met.

4.2 Changes in Process

4.2.1 It is the responsibility of the supplier to notify PLM of material changes to processes, materials, products and/or services, provided prior to implementation.

4.2.2 Upon request, suppliers shall complete formal corrective action request form, **F-840-003 Supplier Corrective Action Request**, within the requested timeframe.

4.3 Counterfeit Products and Materials

4.3.1 Supplier shall be responsible for implementing and maintaining an internal counterfeit material avoidance process / methodology;

4.3.1.1 If supplier detects or suspects products or materials to be counterfeit, the supplier shall immediately stop processing, identify, and segregate suspect products or materials and notify PLM of the detected or suspected counterfeit parts.

4.3.1.2 Processing shall remain on-hold until further direction is provided by PLM to the supplier.

4.4 Drawing/Specification Control

4.4.1 Supplier shall ensure drawings, specifications, special requirements and other specified requirements conform to the requirements stated and/or referenced on the purchase order and other relevant documents provided with the order.

4.5 Escapes; Supplier Identified.

4.5.1 Supplier shall provide immediate notification to PLM in the event nonconforming products, materials or process escapes are identified after shipment.

4.5.2 Containment – in the event a nonconformance is discovered, supplier shall take immediate action to determine if the condition exists on other work in process,



products or materials in storage or have been included in prior shipments to PLM.

4.5.2.1 Supplier shall immediately initiate and document containment action.

4.6 Ethical Behavior

4.6.1 Suppliers are encouraged to implement a code of conduct encourages that fosters employees to make ethical value driven choices.

4.7 Foreign Object Debris / Damage (FOD.)

4.7.1 Supplier shall have a Foreign Object Debris / Damage prevention program minimizing the potential for FOD inclusion and/or damage to materials, products, or services supplied to PLM.

4.8 Identification and Traceability

4.8.1 Lot traceability shall be maintained throughout processing, without exception. Supplier shall verify the availability of traceability information prior to initiating processing.

4.9 Inspection and Verification

4.9.1 Supplier shall complete applicable certification, inspection, verification and/or conformance documentation to accompany products, materials or services provided to PLM.

4.9.2 Supplier agrees product shall not be released to PLM until all required processing, inspection, approvals, and documentation materials have been completed.

4.10 Non-Conforming Product

4.10.1 Supplier shall submit product, material, or process deviations to PLM for evaluation and immediately discontinue processing (if applicable), pending direction from PLM.

4.10.2 Permission to ship non-conforming products, materials or services must be approved prior to shipment to PLM.

4.10.2.1 Supplier shall promptly complete form, **F-870-001 Nonconformance Report** documenting the nonconformance, upon request by PLM.

4.10.2.2 Exceptions to specified requirements must be approved in writing, by PLM prior to shipment of affected products, materials, or services.



- 4.10.2.3 Supplier shall identify discrepant material with tags or other suitable temporary markings prior to shipment.
- 4.10.3 Upon receiving discrepant product, materials, services, or paperwork, supplier shall be notified of the nonconformance.
 - 4.10.3.1 If the nonconformance is paperwork related, supplier will need to correct / update paperwork and return it to PLM within (2) business days.
 - 4.10.3.2 Supplier will be provided an opportunity to rework the nonconformance (if allowed by requirements, etc.) at their own expense.
 - 4.10.3.3 PLM reserves the right to perform rework of supplier products when necessary due to time sensitive delivery constraints.
 - 4.10.3.4 When rework is performed by PLM, rework expenses will be back charged to the supplier.
- 4.11 Packaging and Handling
 - 4.11.1 Supplier shall package material in a manner ensuring protection against corrosion, oxidation, deterioration, and/or physical damage during shipment.
- 4.12 Record Retention
 - 4.12.1 Supplier shall retain relevant documented information required to ensure product, materials or services conformance provided to PLM.
 - 4.12.2 Documented information shall be retained for a minimum of (15) years to meet PLM's requirements.
- 4.13 Storage; Product
 - 4.13.1 Supplier must ensure that the products, materials, or services provided to PLM while onsite, are stored and handled in a manner that prevents corrosion, oxidation, deterioration, and/or other physical damage.
- 4.14 Supplier Facility Access
 - 4.14.1 PLM and our customers reserve the right of access and entry to supplier's facility to verify the order status, quality and/or documents related to purchased products, materials, or services.



4.15 Monitoring or Measurement Equipment Calibrations

4.15.1 Equipment used to monitor or measure products must be calibrated utilizing standards or equipment traceable to calibrated NIST standards by a 17025 certified calibration laboratory.

4.15.2 Supplier must have a system in place to control and maintain calibration records.

4.16 Conflict Minerals

4.16.1 Material suppliers that are providing materials to PLM shall ensure that all materials supplied are in accordance with the Dodd-Frank 1502 conflict minerals regulation. Materials that contain Tungsten, Tantalum, Tin, and/or Gold (3TG) are applicable and shall be provided by approved smelters

5.0 Forms and Documented Information

5.1 Databases / Forms / Standards

5.1.1 **AS9100D Aerospace, Space & Defense – QMS Standard**

5.1.2 **F-840-003 Supplier Corrective Action Request**

5.1.3 **F-870-001 Nonconformance Report**

5.1.4 **ISO-9001:2015 Commercial – QMS Standard**

6.0 Revision History

Rev Date	Section	Para	Summary of Change	Authorized by
10/18/2021	N/A	N/A	Initial issue	<i>Alan D. Dowal</i>
01/22/2022	N/A	1.1 4.1.1 4.10.3.3	Minor Clarification Edits	<i>Alan D. Dowal</i>