

1.0) PURPOSE

The purpose of this document to describe the organization’s process for determining technical and quality requirements applicable to the organization’s suppliers, evaluating and selecting suppliers of goods and services and placing purchase orders for those goods and services.

2.0) SCOPE

This procedure applies to all goods and services procured in the execution of customer contract requirements. It does not apply to non-production procurements like office supplies, maintenance, administrative services and consulting fees, etc.

3.0) DEFINITIONS

Procurement Documents – includes Requests for Quotes, Purchase Orders and applicable Quality Procurement Requirements.

Quality Procurement Requirements (QPR) – technical and quality requirements that are flowed to the organization’s suppliers in procurement documents.

4.0) DEPARTMENTS AFFECTED

Purchasing
Operations
Quality

5.0) SUPPORTING DOCUMENTS

- QF 6.2, Organizational Scorecard (Monthly Metrics)
- QAP 8.2.3, Customer Requirements Review and Order Entry
- QLog 8.2.3, Record of Customer Contract Review
- QF 8.4.1.1, Supplier Quality Survey
- QL 8.4.1.1, Approved Supplier List
- QAP 8.4.2, Verification of Purchased Product
- QF 8.4.2-1, Supplier Waiver/Deviation Request
- QF 8.4.3-1, Request for Supplier Quote

Verify Correct Revision Prior to Use – Reference QL 7.5		
Section/Owner:	Purchasing and Material Control/Purchasing Specialist	
Reviewed and Approved by:	Frank Irons/President	Date: 4/12/2021

QF 8.4.3-2, Purchase Order
QDB 8.4.3, E2 Purchase Order Module
QL 8.4.3, Quality Procurement Requirements

6.0) REQUIREMENTS/PROCESS

6.1 Customer Requirements Deployment

Customer requirements have been determined and entered into the QLog 8.2.3, Record of Customer Contract Review in accordance with QAP 8.2.3, Customer Requirements Review and Order Entry. Customer requirements including those required to be included in procurement documents are deployed within the organization after the review. Customer contract requirements applicable to the organization's suppliers are selected from QL 8.4.3, Quality Procurement Requirements and included in the procurement document. Unique, specific customer requirements are added as notes to the procurement document, as required.

6.2 Supplier Evaluation and Selection

Purchasing is responsible for identifying potential suppliers and for coordinating the supplier selection process. Suppliers are evaluated and selected based on their ability to supply product in accordance with applicable pricing, delivery, technical and quality requirements.

The evaluation of potential suppliers may include but is not limited to the following activity.

- A. Telephone conversation reviewing Accurate Tool & Die's pricing, delivery, technical and quality requirements,
- B. Review of supplier's website.
- C. Receipt of a copy of "Certificate of Quality Management System Registration" (if certified)
- D. Review of supplier's Quality Assurance Manual (if not certified)
- E. Review of Supplier's Facilities List
- F. Supplier Self Assessment – Utilize form QF 8.4.1.1, Supplier Quality Survey
- G. Third party audit
- H. On-site evaluation by Accurate Tool & Die representatives

Supplier selection is accomplished in accordance with Attachment Two – Supplier Approval Guidelines. Method of approval is documented in QL 8.4.3, Approved Supplier List.

6.3 Requests for Quotes

When a material or service is available from more than one qualified source, the Purchasing Specialist may solicit quotes from the several sources utilizing QF 8.4.3-1, Request for Supplier Quote. Quotes are reviewed and a qualified source is selected. A purchase order is then issued.

6.4 Purchase Order Placement

Purchase orders are assigned a unique number. For production material, the Purchasing Specialist enters information into QDB 8.4.3, E2 Purchase Order Module (as applicable) and issues the QF 8.4.3-2, Purchase Order to the supplier. [**Note:** when the supplier type is easily determined the Purchasing Specialist can rely upon the procurement requirements specified in Attachment Two to this document.] Purchase orders contain all applicable technical and quality requirements as well as document submittals. Purchase orders are reviewed for adequacy of content by the Purchasing Specialist prior to their issuance. Purchase orders are uniquely identified by an alphanumeric combination consisting of the job# (prefix) and a code (suffix) designating the procurement type – reference Attachment Three for procurement code type definitions. **Note:** Multiple purchase orders containing the same procurement type suffix for the same job are differentiated by parenthesized sequential numbers [i.e. A123456PASS (2)]

6.5 Changes to Purchase Order Requirements

Changes to purchase order requirements require an update to the information in the QDB 8.4.3, E2 Purchase Order Module (as applicable) or the purchase order QF 8.4.3-2. When revised, the original/previous revisions are stored as a .pdf record.

6.6 Supplier Waiver/Deviation Request

Suppliers may request a change or correction in technical and quality requirements prior to production and/or performance by completing Section One, Request for Waiver, of QF 8.4.2-1, Supplier Waiver/Deviation Request. The Purchasing Specialist and Process Engineer review the request and determine the disposition and corrective action. Waivers of customer specified technical and quality requirements flowed to the supplier shall be denied. Suppliers may request a deviation from technical and quality requirements after the discovery of nonconforming product or processes by completing and submitting Section Two, Request for Deviation, of QF 8.4.2-1, Supplier Waiver/Deviation Request. The Purchasing Specialist and Process Engineer review the request and determine the disposition and corrective action. Deviations of customer specified technical and quality

requirements flowed to the supplier shall be denied unless the Process Engineer agrees to submit a concession (request for deviation) to the customer.

6.7 Verification of Purchased Product

Purchased product is verified for compliance to purchase order requirements in accordance with QAP 8.4.2, Verification of Purchased Product.

6.8 Disapproval of Suppliers

Supplier performance for delivery and quality is tracked and reported on QF 6.2, Monthly Metrics Organizational Scorecard, and reviewed on a regular basis. Suppliers are disapproved as an initial/continued source of supply under the following circumstances.


- *Failure to qualify based upon Accurate Tool & Die/Third-party on site audit* – suppliers that fail to pass an initial audit are not included in QL 8.4.1.1, Approved Supplier list. Approved suppliers that fail to remain qualified based upon subsequent audits are listed as “disapproved” in QL 8.4.1.1, Approved Supplier List. Suppliers may be listed as “conditional” and remain eligible to receive purchase orders pending closure of audit findings deemed as minor. Suppliers that lose their third-party certification will also be listed as “disapproved” in QL 8.4.1.1, Approved Supplier list.
- *Failure to perform satisfactorily to existing purchase orders* – based upon a review of the Monthly Metrics Scorecard, the Purchasing Specialist can decide to categorize the supplier as “disapproved” in the QL 8.4.1.1, Approved Supplier list. Disapproved status precludes that supplier from bidding on future work with the organization.

The Purchasing Specialist is responsible for the maintenance of QL 8.4.1.1, Approved Supplier list including the notation of “disapproved” status.

7.0) RECORDS

Completed Supplier Quality Surveys
Revisions of the QL 8.4.1.1, Approved Supplier List
Completed QF 8.4.2-1, Supplier Waiver/Deviation Request
Completed QF 8.4.3-1, Request for Quote
Completed QF 8.4.3-2, Purchase Order
Completed QDB 8.4.3, E2 Purchase Order Module
Revisions of QL 8.4.3, Quality Procurement Requirements

Note: Quality Management System records are maintained in accordance with QAP 7.5-2, Control of Records.

 <p>AS9100 Quality Management System</p>	<p>Purchasing Process</p>	<p>QAP 8.4.1 Revision B 4/12/2021 Page 5 of 8</p>
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8.0) REVISION HISTORY

Revision A – Initial release under AS9100, revision D

Revision B – Added a supplier category to cover the procurement of shelf life sensitive items used in the manufacturing processes. Also added the reference to Attachment Three (below). 4/12/2021

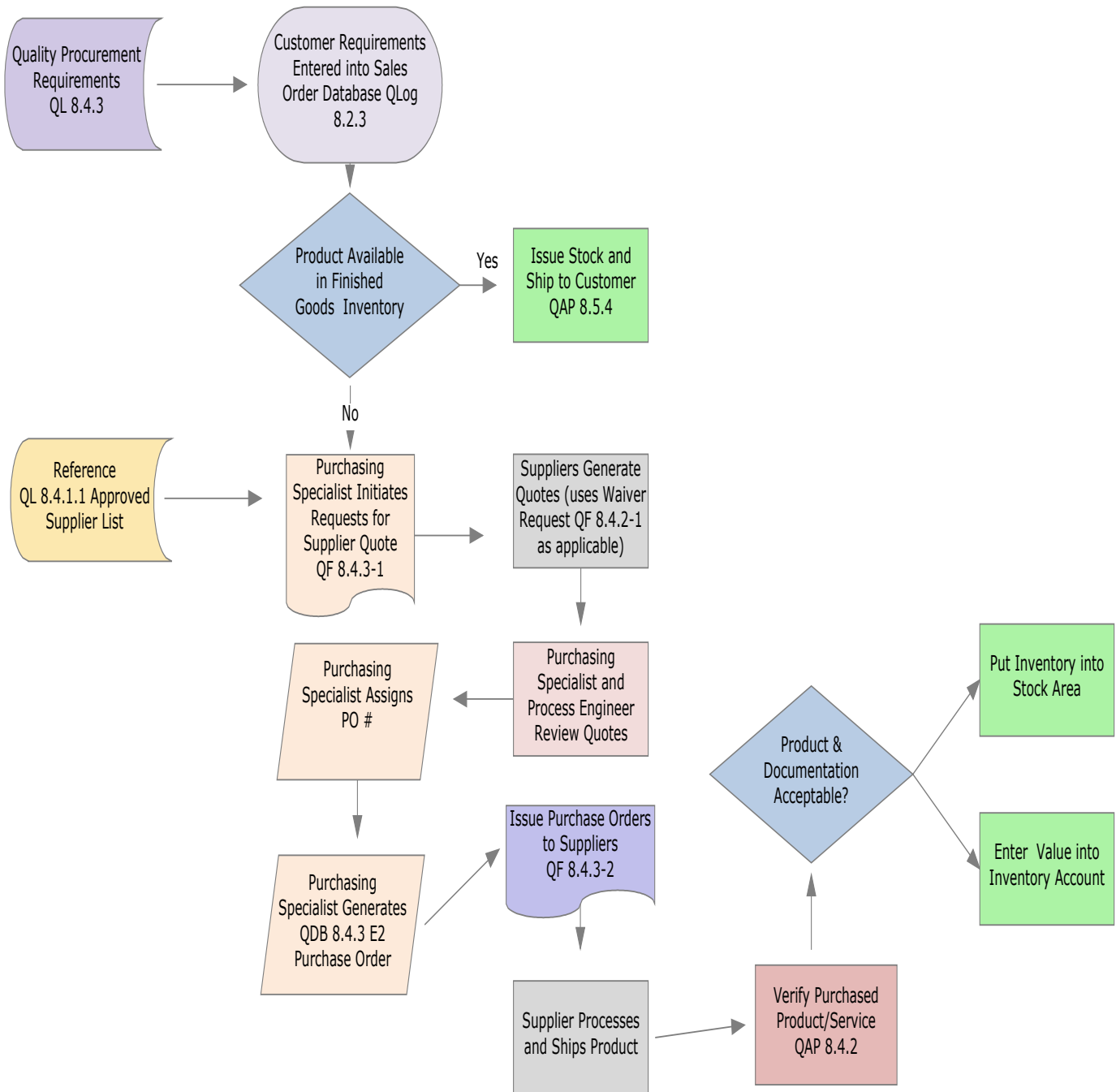
9.0 ATTACHMENTS

Attachment One – Purchasing Process Flow Chart

Attachment Two – Supplier Approval Guidelines

Attachment Three – Procurement Type Codes

ATTACHMENT ONE – PURCHASING PROCESS FLOW CHART



ATTACHMENT TWO – Supplier Approval Guidelines

Category QPR Code⁴	Description – QPR Code Special Processes	Method of Approval ⁽¹⁾	Receiving Inspection Requirements	Standard QL 8.4.3 Requirements ⁽²⁾
Raw Material	All Raw Materials	Accurate Tool & Die on-site audit not required provided Certificate of Analysis is received traceable to Heat Treat and Lot Number received.	Receipt Inspection to verify supplier approval status and to review Certificate of Analysis and supplier Certificate of Conformance.	1.0, 2.2, 4.1, 4.5 4.6, 4.7, 5.0, 6.a, 6.b, 7.0
Specialized Machining	Including, but not limited to Grinding, Turning, Milling, Tube Fabrication, Honing, Sawing, Screw Machine Work, Water Jet and Laser Cutting.	Accurate Tool & Die on-site audit required annually. NADCAP accreditation is acceptable in lieu of Accurate Tool & Die audit. Third party audit may be acceptable pending Accurate Tool & Die Process Engineer approval.	Receipt Inspection to verify supplier approval status and to review special machining process certifications.	1.0, 4.6, 4.7, 5.0, 6f, 7.0
Special Process	<ul style="list-style-type: none"> • Non-destructive Testing QCCP01 • Heat Treating QCSP01 • Welding QCSM01& Brazing • Chemical Processing QCCP01 • All Organic Finishes 	Accurate Tool & Die on-site audit required annually. NADCAP accreditation is acceptable in lieu of Accurate Tool & Die audit. Third party audit may be acceptable pending Accurate Tool & Die Process Engineer approval.	Receipt Inspection to verify supplier approval status and to review special process certifications.	1.0, 4.3 (as applicable), 4.7, 5.0, 6.a, 7.0
Special Services	<ol style="list-style-type: none"> 1) External Calibration (reference QAP 7.1.5 Attachment One for additional requirements). 2) Material Testing 	Accurate Tool & Die on-site audit required. OEM certificate of calibration is acceptable for items returned directly to manufacturer. NVLAP/A2LA/NADCAP accreditation acceptable in lieu of Accurate Tool & Die on-site audit.	Receipt Inspection to verify supplier approval status and to review special services certifications.	1.0, 2.7, 4.4 (as applicable), 4.7, 5.0, 6.a, 6.e, 7.0

Category	Description	Method of Approval ⁽¹⁾	Receiving Inspection Requirements	Standard QL 8.4.3 Requirements ⁽²⁾
Customer Directed As Applicable	Source is specified by the customer or required to select from customer approved source list.	Accurate Tool & Die on-site audit not required. Evidence of customer approval is required. Add to ASL based on QMS third-party or customer accreditation/approval and perform receipt inspection.	Reference applicable category type	Reference applicable category type
Shelf-life Sensitive Items	Chemicals, adhesives, paints, rubber products (i.e., gaskets), etc.	Accurate Tool & Die on-site audit not required. These items are typically off the shelf available only from approved distributors. C of C and receipt verification of shelf life information required.	Verify shelf life information is provided by the supplier on either the Certificate of Conformance or item container or a statement that shelf life is not applicable	1.0, 5.0, 6.a, 6.g, 7.0

ATTACHMENT TWO NOTES:

- 1) Accurate Tool & Die on-site audit is typically done using auditors working for the Stamford, CT facility. Accurate Tool & Die Process Engineer reserves the right to utilize supplier audits performed by third-party auditors. Third party auditors would include non-Accurate Tool & Die contracted QA services and ISO9000/AS9100 registrars acting independently. Accurate Tool & Die Process Engineer will review and approve all such audit reports.
- 2) QL 8.4.3 Clauses: QL 8.4.3 contains all of the quality procurement requirements delineated by number. Standard clauses appear on all purchase orders within the category. Special clauses are added as applicable per commodity and customer requirements. This table serves only as a guideline. Each procurement must be reviewed against the specific customer contract requirements for determination of proper inclusion of QL 8.4.3 clauses into Accurate Tool & Die purchase orders.
- 3) First Article Inspection Report (FAIR) – Inspection report detailing significant characteristics and processes in accordance with AS9102 requirements.
- 4) QPR Code denotes the code entered into E2 Purchase Order Module for the QL 8.4.3 Quality Procurement Requirements applicable to the scope of the Accurate Tool & Die purchase order. Reference attachment Three below.

ATTACHMENT THREE – PROCUREMENT TYPE CODES

AN – Anodize
ARM – Aluminum Raw Material
BOX – Black Oxide
BR – Broach
BZ - Braze
CG – Centerless Grind
DFL – Dry Film Lube
DH - Drill
EP – Electro-polish
GAGE – Gaging
GR - Grind
HO - Hone
HT – Heat Treat
HW - Hardware
LS – Laser Scribe
NDT – FPI (Fluorescent Penetrant Inspection)
OF – Laser Cut
OM - Machine
PASS – Passivate
PCO – Precision Cut-off
PL - Plating
PLS – Plastic
POLISH – Polish to mirror
PT - Paint
RM – Raw Material
TG – Thread Grind
TOOL - Tool
TR – Roll Thread
WLD – Spot Weld
WJ – Water Jet