

# **Professional Machine & Tool Supplier Quality Requirements, (2019)**

**The following requirements apply based on the Purchase Order received from Professional Machine & Tool (PMT)**

**PERSONNEL.** Personnel performing special processes must be qualified and/or certified per applicable specifications.

**SHIPMENT/DELIVERY.** Shipments or deliveries, as specified in a PMT Purchase Order, shall be in accordance with quantities and schedules. It is recommended that the Supplier notify PMT of any anticipated delay and make other arrangements. Supplier shall prepare and package product for PMT to prevent damage and deterioration during shipping.

**PMT MATERIALS FURNISHED.** All materials furnished by PMT, including prints, tooling, etc. are to be returned with the product upon completion of the order. Other arrangements may be made. Supplier must notify PMT for disposition of nonconforming product.

**NON-CONFORMING MATERIAL.** For material supplied by PMT, supplier must notify PMT of any nonconforming product and make arrangements for approval if submitting any nonconforming product.

**SUBCONTRACTING/APPROVED SUPPLIERS.** Suppliers are requested to be in conformance with AS9100 or equivalent. Supplier must notify PMT of any changes to facility location and management. Prior to subcontracting or moving subcontracted orders, PMT must be contacted for approval. Suppliers may only use PMT-approved, or their PMT customer-approved, suppliers. All applicable requirements in the PMT Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. When subcontracting, PMT must be provided with the same rights and protection as contained in this document.

**RIGHT OF ACCESS.** Supplier shall allow PMT representatives, PMT customers, and regulatory agencies right of entry into the entire supply chain's facilities and to all records related to PMT contracted orders.

**QUALITY.** Purchasing information to the supplier will include the applicable revision level of drawings and processing specifications. If not listed, the processing must be made to the latest revision of the processing specification or contact PMT at the number listed below. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.

**INSPECTION AND TEST EQUIPMENT.** Supplier shall maintain inspection and test equipment to assure calibration traceable to National Institute of Standards and Technology (NIST) or other known national or international standard. Calibration records must be maintained and made accessible to PMT, if required.

**FOREIGN OBJECT DAMAGE.** Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment.

**RECORDS.** The Supplier shall maintain records of work performed for PMT. Records shall include the certificate provided to PMT as well as all records that substantiate the certificate. These records are to be maintained for a minimum of 10 years.

**CERTIFICATIONS.** Supplier must provide certificate of conformance that ensures that all requirements of ordered material or a specification have been met. Certifications must reflect that all applicable material or manufacturing and process specifications called for on the engineering drawing have been met. The specifications must be listed on the certification.

**INSPECTION.** Inspection is to be performed and certified prior to release of product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if required by PMT on the Purchase Order. Any other format used must be compliant with AS9102 and approved by PMT prior to use.

**CALIBRATION SERVICES ONLY.** Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST). Certificates of Calibration must be provided.

**CHANGES.** If supplier makes any changes to its processes that would affect product or service purchased by PMT, PMT must be notified prior to the change for approval.

**COUNTERFEIT PARTS PROGRAM.** Supplier is requested to protect PMT from counterfeit parts from being shipped.

**PERSONNEL COMPETENCY.** PMT may specify specific qualification for personnel performing

**ACCEPTANCE AUTHORITY MEDIA.** Suppliers are requested to control the use of Acceptance Authority Media (stamps, electronic signatures, etc.) to prevent application errors (i.e. omission, typos, legibility, etc.), untimely use (i.e. records not completed as planned, stamp use before required, etc.), misrepresentation (i.e., uncertified personnel, falsification of records, work not performed as planned, use by personnel other than the authorized person, etc.) and training deficiencies (i.e. ethics, culture awareness, proper use of authority media, etc.).

**PERSONNEL COMMUNICATION.** Supplier is required to communicate with their personnel regarding the following:

- Their contribution to product or service conformity to requirements
- Their contribution to product safety

Questions should be directed to quality control.