***JE****FCO SCREW MACHINE PRODUCTS, INC.*

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**Purchasing Requirements for AS9100**

**Aerospace Approved Suppliers For Jefco Screw Machine Products, Inc.**

The supply chain is an entire network of entities, directly or indirectly interlinked and interedependent in serving the same customer. It is critical that compliance is met to ensure maximum efficiencies and prevent nonconformities.

Supplier 🡪 Organization 🡪 Customer

All suppliers must provide Jefco Screw Machine Products, Inc. with the contact information for their Sales, Customer Service, and Quality Departments. Updates to the contact information must be submitted on Jefco’s annual supplier survey or when any changes occur.

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The following information of “General Terms and Conditions” apply for purchase orders issued by Jefco Screw Machine Products, Inc. Aerospace suppliers are responsible to review this document stated on each purchase order. By doing so, the supplier is accepting the below stated conditions and requirements of the Standard, for compliance to AS9100, clause 8.4.3, and Jefco Screw Machine Products, Inc.

1. **QUALITY SYSTEMS**

Requirements shall be in effect for all suppliers who directly supply materials, items, services, and/or special processes to Jefco Screw Machine Products, Inc. This includes suppliers defined as special process suppliers, calibration laboratories, and raw material suppliers.

Suppliers must have established, documented, implemented, and maintained a quality management system in accordance with the requirements of ISO9001 and/or AS9100. Calibration suppliers shall have a quality system that is compliant with ISO17025.

1. **RAW MATERIAL SUPPLIERS**

Unless otherwise specified, all raw material suppliers must provide material certifications/test reports with all shipments. Jefco Screw Machine Products, Inc. will periodically authenticate supplier reports for raw material to verify the data in said reports is satisfactory per applicable specifications.

1. **SPECIAL PROCESS SUPPLIERS**

Special process suppliers shall have their quality system certified to AS/EN/JISQ 9100 or Nadcap AC7004.

All Special Process Suppliers in the supply chain shall be Nadcap accredited for the following special processes:

* Chemical Processing
* Coatings
* Heat Treating
* Materials Testing Laboratories
* Nonconventional Machining and Surface Enhancement
* Nondestructive Testing
* Welding

1. **SUB-TIER CONTROL**

Suppliers will flow down to sub-tier suppliers the applicable requirements stated in this flow down document, purchasing documents, and applicable contract requirements.

1. **SUPPLIER APPROVAL**

The approval process is an ongoing process that optimizes total cost and quality while reducing process change.

Suppliers are encouraged to strive for continuous improvement while maintaining at least 95% on-time delivery and 2% or less rejects. In addition, suppliers are required to provide timely corrective action response to any quality escapes.

Supplier shall notify Jefco Screw Machine Products, Inc. of any changes in its certification, registration, or accreditation within 48 hours of receiving notification of the change.

Supplier evaluation will be done on an annual basis. Jefco Screw Machine Products, Inc. has the authority to specify increased controls if the supplier’s performance needs improvement. Suppliers that do not meet these requirements may be removed from Jefco Screw Machine Products, Inc.’s approved supplier list.

1. **RECORDS**

The supplier shall notify Jefco Screw Machine Products, Inc. if records relating to all aspects of the purchase order placed with the supplier are not retained per the table below. If specific requirements are noted on our purchase order, then these shall be the requirements. This shall include all documentation, certifications of Supplier raw materials, and test reports. Material certifications for material shall show quantitive analyses of each element and physical testing.

|  |  |
| --- | --- |
| **Time Period (from date of manufacture)** | **Part Type** |
| 40 years | Flight Safety Parts, Safety Parts, Flight Critical Parts as  defined in ASQR-09.1 |
| 30 years | Manned Space Program Hardware |
| 10 years | All other parts |

1. **CERTIFICATE OF CONFORMANCE**

Each shipment shall include a Certificate of Conformance unless otherwise specified by purchase order. The Certificate of Conformance must contain a statement that all inspections, processing, and tests have been performed as required by the drawing requirements and/or purchase order. Products controlled by heat numbers, certification numbers, batch numbers, or cure dates must be linked to the Certificate of Conformance by the controlling number and show physical and chemical value when applicable.

Suppliers are responsible for processes that result in products that cannot be fully verified without destructive testing. When Jefco Screw Machine Products, Inc. requires such testing and the return of test coupons for specified orders with certification, this information will be placed on our purchase order to the supplier.

1. **NONCONFORMING MATERIAL**

The supplier shall notify Jefco Screw Machine Products within 48 hours of all nonconforming materials and of process or product changes, and when required obtain organizational approval. Parts found to be nonconforming shall be segregated and held separately until Jefco Screw Machine Products, Inc. is alerted and given time to respond with how to proceed.

Nonconforming materials or product will be analyzed to determine the root cause of the nonconformance. Suppliers are required to respond in a timely manner to help facilitate the investigation process as well as taking actions necessary to contain the effect of the nonconformity on other processes, products, or services.

Suppliers may be held responsible for any and all costs associated with nonconforming product or services provided by supplier.

1. **RIGHT OF ACCESS**

With due notice, the supplier shall grant “the right of access” to Jefco Screw Machine Products, their customer, and/or regulatory agency, to the supplier’s facility and all records related to product ordered by Jefco Screw Machine Products, Inc. or their customers.

1. **FOREIGN OBJECT DEBRIS/DAMAGE (FOD)**

Supplier shall manufacture, process, package, and preserve all products in a manner, which will prevent Foreign Object Debris/Foreign Object Damage (FOD). A Foreign Object prevention program (AS9146) is preferred with a focus on appropriate cleanliness, 5S, detection, prevention, and removal of foreign objects during daily operations and tasks. Supplier shall ensure products are packaged in a manner to prevent damage from occurring during shipment/transit to Jefco Screw Machine Products, Inc. Delivered product must be free from any debris such as machined chips, burrs, grinding dust, forming materials, corrosion, oil, and other foreign material on surface to avoid FOD entrapment.

1. **PREVENTION OF COUNTERFEIT PARTS**

Supplier will prevent the use of counterfeit parts or products (AS9100D 8.1.4), material and product substitutions are not permitted. Supplier shall prevent the use of counterfeit/suspect or unapproved products and ensure product identification and traceability. Raw materials shall be traceable to a single heat lot, and shall be accompanied with full certification package traceable to the mill source. In response to history of counterfeit material allegations, no material of any type will be accepted for the following companies: Western Titanium- San Diego, CA; Kobe Steel, Ltd. – Tokyo, Japan; Mach 2 Metals, Inc.; Mitsubishi Cable Industries, Inc.- Japan (including all MCI affiliates and subsidiaries).

To prevent and mitigate the use of counterfeit parts, supplier and all members of their supply chain, including distributors, shall comply with the requirements of AS5553 for electronic components and AS6174 for non-electronic product.

1. **APPLICABLE LAWS**

Supplier shall comply with applicable laws/regulations, honor written commitments, be accountable for products/services and act in good faith. Product safety to be managed in a way to ensure compliance to: requirements, processes, critical items, and key characteristics. Concerns with product safety shall be communicated to Jefco Screw Machine Products Inc. prior to furnishing or processing products and services, to find resolution.

1. **CONFLICT MINERALS**

Supplier recognizes, consistent with the public policy underlying enactment of the Conflict Minerals provision (Section 1502) of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the “Act”), the significant legal and non-legal risks associated with sourcing tin, tantalum, tungsten and gold (the “Conflict Minerals”) from the Democratic Republic of the Congo and adjoining countries (“DRC countries”). Accordingly, Supplier commits to comply with Section 1502 of the Act and its implementing regulations; to the extent Supplier is not a “Registrant” as defined in the Act, Supplier shall comply with Section 1502 of the Act and its implementation regulations except for the filing requirements. In particular, Supplier commits to have in place a supply chain policy and processes to undertake (i) a reasonable inquiry into the country of origin of Conflict Minerals incorporated into products it provides Buyer; (ii) due diligence of its supply chain, following a nationally or internationally recognized due diligence framework, as necessary, to determine if Conflict Minerals sourced from the DRC countries directly or indirectly support unlawful conflict there, and (iii) risk assessment and mitigation actions necessary to implement the country of origin inquiry and due diligence procedures. Supplier shall take all other measures as are necessary to comply with Section 1502 of the Act and its implementing regulations, including any amendments thereto.

1. **MISCELLANEOUS REQUIREMENTS**

Registration, Evaluation, Authorisation and restriction of chemicals. REACH (EC) 1907/2006 - Supplier will conform to REACH requirements as set forth at <https://www.utc.com/-/media/project/united-technologies/utc/files/suppliers/purchase-terms-and-conditions/version-december-2018.pdf> (Section 24)

Defense and Federal Acquisition Regulation Supplement (DFARS) – When required by Purchase Order, materials shall comply with all U.S. Government, Defense Fedreal Acquisition Regulation Supplement (DFARS) 252.225-7008 and 252.225-7009 requirements, including Country of Origin and Cyber Security policies and procedures 204.7304 AND 252.204-7000.

When source inspection is to be performed at the supplier’s location, this requirement will be outlined on the Jefco Screw Machine Products Purchase Order to the supplier.

All Hamilton Sundstrand aka (UTAS, UTC Aerospace, Collins Aerospace), PW (Pratt & Whitney), and PWC (Pratt & Whitney Canada) parts shall be in compliance with the latest revision of HSM17, HSM19, ASQR-09.1, HSC16199, AS6174, ASQR-15.1, and ASQR01. All Woodward Governor parts shall be in accordance with the current revision of WPQR-9100.

Jefco Screw Machine Products, Inc. reserves the right to amend, update, or revise these supplier requirements at any time.