

# GENERAL GRINDING & Manufacturing Co., LLC

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<b>WORK INSTRUCTION</b>			
<b>Title:</b>	<b>SUPPLIER QUALITY REQUIREMENTS</b>		<b>Rev.: E</b>
<b>INSTRUCTION NO.: I-843-001</b>	<b>Released Date: 08/6/18</b>	<b>Approval By: R. Kim</b>	<b>Page 1 of 3</b>

### Revision Record

This document was originally issued on January 1, 2006 as revision -Rel-, and it has been revised as follows:

<b>Rev.</b>	<b>Date</b>	<b>Description</b>	<b>Approval</b>
A	11/28/06	Changed form into WI form. Added para 5. Changed wording in para 4.	Josh W. Kim
B	05/29/09	Changed to new logo. Added "right of access" in Section 4 of Codes and Definition.	Josh W. Kim
C	12/30/10	Format changed	Alton N.
D	06/30/17	Changed to comply with AS9100 D	Ronnie Chon
E	8/6/18	Reworded code 2 to include AS9100 and AS9003. Added FOD to code 8. Changed code 10 from 7 years to 10 years. Added product safety, ethical behavior, counterfeit prevention, and goals to code 11.	Rich Kim

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### QUALITY REQUIREMENT CODES

#### **[Applicability]**

Quality Requirement Codes are applicable when listed within a General Grinding & Mfg (GG&MCo) purchase order or contract.

The Quality requirements shall be in addition to, and not in derogation of, other purchase order requirements.

The Supplier's quality management system shall provide, including, where appropriate for internal quality management system requirements, personnel qualification, provisions to notify GG&MCo of Non-Conforming Product and arrangements for GG&MCo disposition / approval of Supplier Non-Conforming material, and to notify GG&MCo of changes in Product and / or Process and, if required, to obtain GG&MCo approval.

Supplier, approved by GG&MCo and / or by GG&MCo customers shall comply with the Supplier Quality Requirements Codes listed below.

#### **[Codes and Definitions]**

1. The supplier shall maintain an Inspection System, subject to GG&MCo approval, that will ensure all material produced will comply with all P.O. requirements.
2. The supplier must have a quality system in compliance to AS9003, AS9100, or ISO9001; GG&MCo may make conditional exceptions based on supplier survey information or applicable customer requirements.
3. The supplier shall maintain a Calibration System in compliance with ANSI/NCSL Z540-1, ISO 17025 or 10012-1/2 Calibration System Requirements.
4. The supplier's product, processes, procedures, records, and equipment are subject to inspection/audit investigation/right of access by GG&MCo, GG&MCo's customer, or Government Agency.
5. The supplier shall ensure processes be performed by qualified personnel per specification requirements.
6. (a) The first article manufactured to the specified configuration will be inspected by the supplier to ensure conformity to drawings, purchase order and specifications. The first article data, containing characteristic and measured values, with a record of the equipment used, will accompany each shipment.

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- (b) The supplier shall include an inspection report for all characteristics as defined on the drawings, purchase order and specifications.
- The supplier shall provide a Certificate of Conformance with each shipment. This document shall contain at a minimum: the company name, purchase order number, item number, date, specification and / or drawing number, name of item, lot / batch number, quantity, revision and a factual statement that inspection / test data and chemical / physical analysis, traceable to the manufacturer is on file.
  - The supplier is to flow down to sub-tier suppliers the applicable requirements in the purchasing document, including key characteristics and applicable FOD control processes where required.
  - The supplier shall not make any changes in product design, material or processing without prior approval in writing by GG&MCo.
  - Records shall be retained for a minimum of 10 years or as specified by purchase order, after the acceptance of the supplied product by GG&MCo.
  - The supplier shall notify GG&MCo of any nonconformances of product shipped to GG&MCo. Supplier must ensure that its personnel are aware of their contribution to product/service conformity and product safety and the importance of ethical behavior. Supplier must ensure no counterfeit parts are delivered to GG&MCo. Supplier must maintain a minimum product quality rating of 98% and a minimum on-time delivery rating of 95%.

Supplier Quality Requirements Posted on GG&MCo Website