



Supplier Quality Requirements

Purpose

The purpose of this document is to assist our suppliers with the basis for understanding the quality expectations of Global Precision Products LLC.

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Responsibilities

1. General Requirements:

- a. The supplier is responsible for compliance defined on the engineering drawing, applicable standards, and/or purchase order. This includes the ability to perform any inspection and/or testing required and submits as outlined in sections 6 & 7.
- b. Any known exceptions or inability to comply with the engineering drawing, applicable standards, and/or purchase order requirements should be clearly noted during the quoting stage. If while performing services it is found that the engineering drawing and/or purchase order requirements cannot be met, for any reason, the supplier must notify GPPI immediately.
- c. If any variance to the engineering drawing, applicable standards, and/purchase order requirements are agreed upon before or during processing the supplier must receive written approval from GPPI. Typically, this will be documented via an approved Deviation Request, however in rare instances email authorization will be honored. At no time will verbal agreements be an accepted method for deviation and price and delivery will never be placed ahead of quality.
- d. A Certificate of Conformance (C of C) must accompany all product or services and contain the information described in section 7.
- e. GPPI must be notified of any expired 3rd party certifications or accreditations within 48 hours.
- f. If there is a change in the Supplier's Quality Management or primary quality contact GPPI must be notified within 10 working days.
- g. In accepting a GPPI purchase order the supplier is asserting that services will not be subcontracted, without prior approval.

2. Approval and/or Release of products and services:

- a. At the minimum, a Level 1 Part Submission Warrant is required with the initial purchase order and any subsequent revision changes (see Section 6 for detailed quality requirements).
- b. Non-conforming product, change of processing, non-compliant processing, or inability to validate product and/or services must not be shipped to GPPI unless written authorization has been obtained.
- c. Product is expected to be received at GPPI on or before the due date on the purchase order. GPPI does not penalize the supplier for early shipments. If it is realized product will not be received by GPPI on or before the due date the supplier is responsible for notifying GPPI personnel immediately. If the supplier has a concern regarding the due date after acknowledging a purchase order it should be addressed by contacting GPPI personnel. This does not guarantee the due date will be revised. See Section 11 for delivery ratings and the relationship to supplier scorecards.
- d. The supplier shall allow right of access to GPPI, its customers, and/or regulatory authorities. Access includes any applicable records and processes used to manufacture product and/or perform services on a GPPI purchase order. This also includes the right for GPPI to conduct any of the following at the supplier's facility and the supplier's sub-tier suppliers to determine their



capability to comply with requirements given a 24-hour notice; survey, audit, or assessment.

- e. In rare instances GPPI may request the supplier to participate in an onsite source inspection prior to shipment. Attendees include, but are not limited to, GPPI and customer personnel and government source inspectors.

3. Competence and Employee Awareness:

- a. When suppliers are selected to provide products and/or services it is expected that the supplier has the proper 3rd party certification (if applicable), equipment used is in good working order and properly maintained, proper test equipment is calibrated, and personnel is competent to perform the function required.
- b. Suppliers must ensure all personnel are aware of their contribution to product and/or services relating to conformity, product safety, and importance of ethical behavior.

4. Part Handling:

- a. It is imperative the supplier is able to perform processing while minimizing, if not preventing the generation of nicks, dings, dents, or other general damage.
- b. It is the expectation that the supplier process parts as received unless otherwise agreed upon; meaning if parts are received in packaging that prevents part-to-part contact it is assumed bulk handling and processing are not acceptable. If this affects the pricing and/or delivery contact GPPI to determine a resolution.
- c. When bulk handling is permitted it is the responsibility of the supplier to handle parts with reasonable care so that the likelihood of damage is lessened.

5. Non-Conforming Product:

- a. Should the supplier produce non-conforming product at their facility the parts must be packaged separately, clearly labeled, and returned with the production lot. This method is to be used when the quantity is negligible and may or may not affect the supplier scorecard.
- b. Non-conforming product identified upon receipt by GPPI will result in a rejection notice which will be communicated with the supplier. Non-conformances found by GPPI will negatively affect the supplier scorecard (see Section 11).
- c. The supplier may be issued a Corrective Action Request (CAR) in the form of an 8D. If the supplier is required to complete a CAR it is their responsibility to meet the due dates assigned. Should for any reason the supplier need assistance completing the CAR they are encouraged to contact GPPI supplier quality.



6. Quality Requirements:

- a. Due to the diversity of the GPPI customer base different Quality Management Systems (QMS), such as TS16949 (Automotive) and AS9102 (Aerospace) may invoke additional quality requirements. It is expected that GPPI suppliers adhere to the quality requirements presented on the purchase order. GPPI will provide the necessary forms, guidance, and support as necessary.
- b. TS16949 requires GPPI to extend Production Part Approval Process (PPAP) requirements to all suppliers. There are two PPAP levels that GPPI will use.

Note: GPPI recommends using AIAG manuals and forms as reference only. These manuals may indicate requirements that go above and beyond GPPI expectations. GPPI requires suppliers to meet only the submission requirements defined below.

Item	Level 1	Level 2
Part Submission Warrant	X	X
Certificate of Conformance	X	X
Material Certification*	X	X
First Article Inspection*		X
Process Flow Diagram		X
Inspection Plan		X
Gage R&R*		X
Capability Study and/or SPC*		X
Items with an * will be noted on the purchase order.		

**AS9102 requires a FAI and other specified data to be documented on an AS9102 form. GPPI will share all pertinent forms with the supplier.

***Bulk materials and standard hardware are exempt unless the supplier is performing special processing.

7. Certificate of Conformance:

- a. The supplier must provide a C of C with each shipment of product indicating the engineering drawing, applicable standards and purchase order requirements have been met. The C of C must include, at the minimum; supplier's name and address, GPPI part number, revision level, purchase order number and quantity.
- b. Suppliers who provide special processing such as heat treating, and plating must also include the name of the standard or specification when applicable, testing method used, and actual results. This information can be recorded on the C of C or a separate document. The C of C and any supporting documentation must be legible and capable of being scanned.
- c. Heat treating supplier's must supply, at the minimum, hardness results from 5 parts that represent each location of the oven; upper left, upper right, middle, lower left, and lower right.
- d. Plating suppliers must supply, at the minimum, plating thickness results from 7 parts.



- e. In addition, the supplier is accountable for the cosmetic appearance of product. Any unexpected results, including but not limited to, discoloration, blistering, flaking, rust, residual containments from processing such as cleaning require the supplier to notify GPPI as soon as witnessed.

8. Document Control:

- a. The supplier is responsible for maintaining records and data pertaining to processing, testing, and inspection related to the finish good or service performed. Documentation must be identified so that traceability to product and/or services is readily available based on GPPI part number and purchase order number. Unless otherwise specified records must be maintained for a minimum of three years after completion of order. The supplier must notify GPPI prior to disposal.
- b. It is the responsibility of the supplier to ensure all engineering drawings, standards, and specifications are at the most current revision level. Documents having an old revision are considered obsolete and must be discarded. If the supplier has any questions regarding revisions of documents, they are to contact GPPI.

9. Storage, Packaging, Shipping:

- a. It is expected that the supplier will adequately control the preservation, packing, and shipping of product. This includes onsite storage as well as packaging and shipment to either GPPI or another facility so that parts are free of damage and/or degradation.

10. Shelf Life:

- a. Manufacture recommendations will be followed for materials having shelf life expiration. This includes use of and storage conditions.

11. Supplier Scorecard:

- a. To be an approved GPPI supplier the following must be met.

Metric	Goal
On-time Delivery	>= 85%
Quality	>= 90%



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12. Prevention of Counterfeit Parts:

a. GPPI requires its suppliers to take steps to eliminate the risk of counterfeit parts and material. With an ever-increasing complex supply chain, extra diligence must be given to identification, tracking, inspection, and management of parts throughout our supply chain to ensure the authenticity of critical parts and material. Suppliers must have a robust Counterfeit Prevention control plan to meet or exceed any applicable standards.

13. Foreign Object and Debris, Foreign Object and Damage (FOD):

a. Suppliers should take steps in their organization to be aware of FOD and take appropriate steps to mitigate the risks of FOD.

14. Changes to this Document:

a. Any changes or revisions to the Supplier Requirements Document made by GPP LLC will be communicated to our suppliers so that the changes can be reviewed and accepted by our suppliers.

Agreement and Acknowledgement

I agree and certify that I have read the Supplier Quality Requirements document and will comply with the requirements within the document.

(Print Name)

(Signature)

(Title)

(Date)