

# PB FASTENERS PROCUREMENT QUALITY REQUIREMENTS PQR001

## **1.0 SCOPE**

This document establishes requirements for PB Fasteners' (PBF) approved supplier quality control systems. These requirements pertain to the tasks necessary to substantiate production conformance to drawings, specifications, contracts and purchase order requirements. These requirements are in addition to those tasks set forth in any other contractual document.

## **2.0 APPLICABLE DOCUMENTS**

The following documents, unless modified by the contract or purchase order, form a part of this document to the extent specified herein.

MIL-Q-9858	Quality Program Requirements
MIL-STD-45662	Calibration System Requirements
MIL-I-45208	Inspection System Requirements (for general guidelines only)
ANSI/NCSL Z540	General Requirements for Calibration Laboratories and Measuring and Test Equipment
ISO 17025	General Requirements for the Competence of Testing and Calibration Laboratories
ISO10012	Measurement management systems - Requirements for measurement processes and measuring equipment
AS9100	Quality Management Systems—Aerospace-Requirements
NAS 412	Foreign Object Damage/Foreign Object Debris Prevention

## **3.0 APPLICABILITY**

These requirements shall apply to all supplies and services. The requirements of this specification shall be satisfied in addition to all detail requirements contained in any other portion of the contract or purchase order. The supplier is responsible for furnishing articles that meet all requirements of the contract or purchase order. Should any inconsistency occur between these requirements and any other contractual document, the supplier shall be responsible to bring this to the attention of the PBF Purchasing or Quality Assurance for resolution.

## **REQUIREMENTS**

### **4.0 SUPPLIER RESPONSIBILITY**

The supplier shall establish and maintain a system for the control of quality that complies with the requirements of MIL-STD-45208, MIL-Q-9858 or AS9100. This system shall be subject to PBF approval and shall include but not be limited to the following provisions:

Furnish or have available for review, written procedures to the extent necessary to assure satisfactory operation, describing the quality control system in use.

Notify PBF Quality Assurance in writing when any changes are made to the product and/or process definition and, where required, obtain PBF's approval.

Maintain the system to assure that all supplies and services offered for acceptance are subjected to all of the examinations and tests required to prove conformance to contract or purchase order requirements.

Establish the necessary provisions to allow representatives of PBF or of PBF's customers in the contractual chain to visit the plants of their suppliers to determine the quality of material being produced.

Inspect incoming supplies as necessary to ensure that purchased supplies conform to purchase order requirements. Where materials are accepted on the basis of test reports or material certification, these documents shall be retained as inspection records.

Control the identification and storage of material in such a way as to preclude damage or loss of identity.

Perform all PBF services on-site. Subcontracting of services is strictly prohibited unless specifically authorized in writing by PBF Quality

Assurance authority, in which case all requirements shall be flowed down in writing to sub-tier supplier via purchase order instructions.

### **5.0 DOCUMENTS, RECORDS AND CORRECTIVE ACTION**

#### **Inspection and Testing Documentation**

Inspection and testing shall be prescribed by clear, complete and current instructions. Criteria for acceptance and rejection of product shall be included.

#### **Records**

The supplier shall maintain adequate records of all inspections and tests. The records shall indicate the nature and number of observations made, the number and type of deficiencies found, the quantities approved and rejected and the nature of corrective action taken. These records shall be available to, and copies of individual records furnished, upon request, to PBF representatives. Records shall be kept for a period of eleven (11) years minimum after final payment for supplies or services, unless otherwise stated on PBF Purchase Order.

#### **Corrective Action**

The supplier shall take prompt action to correct assignable conditions which have resulted or could result in non-conforming products or services being offered to PBF for acceptance which do not conform to (1) the quality assurance provisions of the item specification, (2) inspections and tests required by the contract or purchase order, and (3) a maximum scrap allowance of 2% of a lot, and (4) other inspections and tests required to substantiate product conformance. Initial corrective action response is required within (30) days of non-conformance. Documented corrective action statements shall include the nature of the defect, immediate corrective action, root cause and root cause correction taken to prevent recurrence.

#### **Drawings and Changes**

The supplier's quality control system shall provide for procedures which assure that the latest applicable drawing, specification and instructions required by the contract or purchase order, as well as authorized changes thereto, are used for fabrication, inspection and testing. PBF will provide the supplier with the latest copy of the applicable drawing or customer specification. PBF will not provide a copy of an industry standard specification (i.e.: AMS, MS, AS, etc.). These are the responsibility of the supplier.

Copies of PBF's drawings, specifications and/or procedures supplied by PBF shall not be reproduced except for internal use. Such proprietary items shall be controlled to preclude their use for other than contract work with PBF.

### **6.0 INSPECTION, MEASURING AND TEST EQUIPMENT**

The supplier shall provide and maintain sufficient gauges and other measuring and testing devices that are of sufficient accuracy to ensure product compliance. These devices shall be calibrated at established intervals against certified standards that have known valid relationships to national standards (NIST). If production tooling such as jigs, fixtures, templates, and/or patterns are used as a media of inspection, such devices shall also be of proven accuracy at established intervals. Calibration of inspection equipment shall be in accordance with ANSI (NCSL) Z540-1 and/or ISO 10012. When required, the supplier's measuring and testing equipment shall be made available for use by the regulatory authority or PBF representative to determine conformance of product with contract or purchase order requirements. In addition, if conditions warrant, the supplier's personnel shall be made available for operation of such devices and for verification of their accuracy and condition. Suppliers of MTL calibration services shall maintain current certification to ISO17025. Calibration certificates/labels may include suggested recall intervals.

### **7.0 PROCESS CONTROLS**

The supplier shall provide for documented process controls when required by applicable Federal, Military, PBF or other specifications. The supplier shall assure that special manufacturing processes, including required inspections and tests conform to requirements, including Government, PBF customer or PBF approval where applicable. Nadcap accreditation shall apply, where applicable.

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**8.0 INDICATION OF INSPECTION STATUS**

The supplier shall maintain a positive system for identifying the inspection status of product. Identification may be accomplished by means of stamps, tags, routing cards, move tickets, or other control devices. Such controls shall be of a design distinctly different from Government or PBF inspection identification.

**9.0 SOURCE SURVEILLANCE**

PBF and its customers, including the FAA, reserve the right to conduct inspection and/or surveillance of the supplier system, procedures, facilities, records and products. The government has the right to inspect any or all of the work included in this order at the supplier's plant.

**10.0 PBF FURNISHED MATERIAL**

When material is furnished by PBF the supplier's procedures shall include as a minimum the following:

- a) Examination upon receipt, consistent with practicability, to detect damage in transit.
- b) Inspection for completeness and proper type. PBF shall be notified immediately, prior to processing if the quantity received is different from that reported on the incoming paperwork.
- c) Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and deterioration during storage.
- d) Functional testing, either prior to or after installation, or both, as required by contract to determine satisfactory operation.
- e) Identification and protection from improper use or disposition.
- f) Verification of quality.

**Damaged Material**

The supplier shall report to PBF Quality Assurance any furnished product found damaged or otherwise unsuitable for use. All parts are to be returned, including scrap parts, in a clearly identified container.

**11.0 NON-CONFORMING MATERIAL**

The supplier shall establish and maintain an effective and positive system for controlling non-conforming material, including procedures for the identification, documentation, evaluation, segregation, disposition of nonconforming product, and for notification to PBF. Supplier's may not disposition product "Use-As-Is" or "Repair" without the concession of PBF and its customer.

All non-conforming supplies shall be positively identified to prevent use, shipment and intermingling with conforming supplies. Holding areas shall be provided by the supplier.

**Deviation Requests**

Requests for deviation from the requirements of the contract or purchase order shall be submitted, in writing, to the PBF Director of Quality & Engineering. Product accepted on deviation by PBF and its customer, shall be shipped with all certifications and shippers referencing the applicable deviation number, when appropriate. Authorization to ship discrepant or substitute material must be obtained by the supplier prior to shipment.

**Returned Material**

PBF will furnish the supplier with information detailing reasons for rejection, disposition of material and corrective action requirements.

**Rework of Returned Material**

The supplier's quality control procedures shall prevent rework methods that will degrade quality characteristics below specified levels or violate specification requirements.

**12.0 SAMPLING INSPECTION**

Sampling inspection procedures used by the supplier to determine quality conformance of supplies shall be as stated in the Federal, Military or PBF Specifications applicable to the product being supplied and shall be subject to approval by PBF.

Regardless of specification allowances, no nonconforming material shall be accepted at any time. The entire lot shall be rejected on the detection of one (1) nonconforming piece.

**Receiving Inspection**

Subcontracted or purchased supplies will be subjected to inspection after receipt, as necessary to assure conformance to contract or purchase order requirements.

**13.0 CERTIFICATION**

The supplier shall provide a Certificate of Compliance (C of C) attesting that the product complies with drawings and/or specifications imposed by the purchase order or contract.

The C of C shall be in addition to the packing slip, and shall accompany each shipment.

**14.0 CHEMICAL AND/OR PHYSICAL TEST REPORTS**

When required by the applicable specification, each shipment of supplies must be accompanied by legible and reproducible copies of all chemical and/or physical test reports, identifiable with the supplies furnished. These reports must contain the signature and title of the authorized representative of the agency performing the test and must contain sufficient information to assure conformance to specification requirements. The report must include the specification, drawing number and revision relative to the material including the identifying number for traceability (i.e. heat number, run number, batch number, lot number, etc.

(A) Chemical and/or Physical Test(s) - These reports must contain the date, specification and lot, roll, batch or serial numbers applicable to the material submitted. They shall also delineate the specific requirement(s), test methods and results obtained.

(B) Dimensional Inspection Report - Reports must contain the date and results of the dimensional measurement of the material or items submitted. The reports shall state the part number, description of the dimension and the results of the measurement. The seller shall maintain evidence of the inspections performed which may include a list of the tool(s) or equipment used to obtain the measurement and their calibration dates.

**15.0 PREPARATION FOR SHIPMENT**

The suppliers quality control system shall assure that the quality of supplies is protected, preserved and packaged during shipment in accordance with best commercial practice unless otherwise specified on the purchase order or contract. These practices shall ensure no degradation of the quality of product. Supplier is responsible for the return of all parts, containers, drawings, etc in acceptable condition.

**16.0 CLASS I OZONE DEPLETING SUBSTANCES**

PBF does not allow our product to be manufactured, cleaned, or processed with Class I compounds as defined in the Federal Clean Air Act Amendments of 1990. If it is the intent of your company to use a Class I compound, PBF Director of Quality & Engineering must be notified prior to processing the parts. Authorization to process the parts shall be provided in writing on a lot-by-lot basis.

**17.0 AGE CONTROL & LIFE LIMITED PRODUCTS**

Age control & life limited products shall be identified with the date of manufacture, test time or cycle at which useful life will be expended. (e.g., shelf life or cycle life). Products supplied to PBF, shall have a minimum of 75% of its life expectancy remaining.

**18.0 PREVENTION OF COUNTERFEIT WORK OR PARTS**

Supplier shall have safeguards in place to ensure no counterfeit work or parts are provided to PB Fasteners. The supplier shall immediately notify PB Fasteners if counterfeit work or product has been supplied to PBF.

**19.0 SAFETY & ETHICAL BEHAVIOR**

Suppliers shall adhere to ethical behavior and as applicable contribute to product safety.