



MASON

Title	Form 8.4.3 Information for External Providers	Division	Fasteners
Document Number	Form 8.4.3	Location	Mason
Revision	Rev. A	Prepared By	Patrick Harger
Revision Date	9-11-2021	Approved By	Jaime Rendon



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# Form 8.4.3 Information for External Providers





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This document defines and communicates the expectations and requirements of PCC Mason for its suppliers. The supplier's compliance and understanding of these conditions is essential to helping PCC MASON's provide quality product to its customers.

## 1. SCOPE

The requirements of this document apply as a mandatory condition of acceptance of all PCC MASON purchase orders (P.O.'s).

## 2. QUALITY OBJECTIVES

- Achieve 100% conformance with all P.O.'s and referenced requirements including on-time delivery
- Ensure that purchased material quality and reliability levels are maintained and improved proactively.
- Minimize the need for Incoming Inspection through supplier control and certification.

## 3. SUPPLIER RESPONSIBILITIES

### 3.1 Organization:

- 3.1.1 The supplier must have a management function with well-defined responsibility, authority, and freedom to perform quality functions: identify, evaluate, and solve quality problems.
- 3.1.2 The supplier must assure that the personnel contributing to the end-product must be competent and have the required certifications for conducting special processes including NDT. All applicable personnel need to be aware of their contribution to product conformity, their contribution to product safety and the importance of ethical behavior.
- 3.1.3 The supplier must adhere to delivery dates specified in the PO and ensure that all aspects of the Purchase Order and Drawings are met and of good quality. (On Time delivery and Rejections) of the supplier will be monitored and measured by PCC Mason.

### 3.2 Quality System:

- 3.2.1 The supplier must review all requirements specified on P.O.s, engineering drawings and referenced specifications at the earliest practical phase to ensure that compliance is achieved.
- 3.2.2 The supplier must have a system that assures product being manufactured meets purchase orders requirements. The supplier must consult PCC MASON to ensure availability of the required revision on specification documents, part drawings and raw materials. Obsolete documentation must be purged. Supplier's internal inspection and manufacturing control plans must reflect the revision level of the current purchase order.

Note: This information is controlled, and any printed version is deemed uncontrolled unless endorsed by a controlling authority.



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3.2.3 In the event of conflict between drawing and/or P.O. requirements, the supplier must contact their PCC MASON Planner to secure proper interpretation and appropriate documented authorization to proceed.

### 3.3 Documentation Requirements:

3.3.1 Data is required with each shipment; it may be emailed to a QC representative if prior arrangements have been made. Failure to submit required data will result in a lot rejection.

3.3.1.1 **Certifications:** Suppliers are required to provide documentation (Certificate of Conformance) for the following:

3.3.1.2 **MATERIAL:** A material certificate is required for all material used in the manufacture of the product to conform to the drawing and/or purchase order requirements.

3.3.1.3 **HEAT TREATMENT:** A heat treatment certificate is required if heat treatment is used in the manufacture of the product to conform to the drawing and/or purchase order requirements.

3.3.1.4 **COATINGS:** A plating and/or coating certificate is required if plating and/or coating are used in the manufacture of the product to conform to the drawing and/or purchase order requirements.

### 3.3.2 Dimensional Inspection Reports

3.3.2.1 Suppliers are required to provide a dimensional inspection report for all product supplied or for the work performed on PCC MASON provided parts in the form of a bubbled/numbered drawing and corresponding data sheet.

3.3.2.2 If there are special requirements, critical items or key characteristics noted on the P.O. or print, the supplier will be provided with direction from PCC MASON as to the expectations (e.g. statistical controls) to accompany the products.

### 3.4 Calibration

3.4.1 Suppliers must have a system to ensure measuring and test equipment is calibrated at intervals appropriate for the device, its use and stability.

### 3.5 Sub-tier Supplier Control

3.5.1 Suppliers are responsible for control of subcontracted products and processes that are used on products. Particular care must be exercised on raw materials and any outsourced process. Suppliers must have documented evidence that their sub-tier sources can perform or provide



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the product or service specified. Suppliers must “flow down” the requirements needed to fulfill the product requirements.

3.5.2 As necessary, the PCC MASON P.O. will designate any customer-designated or approved external providers for processes or special processes.

### 3.6 Records

3.6.1 Suppliers are expected to maintain accessible files, traceable to PCC MASON’s P.O. and/or part numbers, which contain the following, and must be maintained for a minimum of 4 years after shipment date:

3.6.1.1 Inspection results, test reports and COC’s for each shipment.

3.6.1.2 Engineering Drawings and Specifications.

3.6.1.3 Any deviations received from PCC MASON.

### 3.7 Packaging and Preservation

3.7.1 If packaging instructions are not specified, the supplier must ensure that good commercial packaging techniques are followed. Improper packaging or lack of identification may be cause for rejection. Material subject to corrosion must be properly protected by rust preventive measures.

### 3.8 Nonconformance Requests

3.8.1 PCC MASON expects its suppliers to manufacture conforming parts. If a deviation from a requirement becomes necessary, a deviation request must be made through the PCC Buyer.

3.8.2 No requests will be considered without adequate cause and corrective action.

3.8.3 Shipments are not permitted without prior written approval of requests.

3.8.4 PCC MASON will make reasonable efforts to grant deviations, with customer approval as required, but is under no obligation to do so.

3.8.5 PCC MASON will send an 8D Corrective Preventative Action Report form if the supplier is a repeat offender, if the product delays delivery time, or the product does not uphold PCC MASON’s quality policy.

### 3.9 Supplier personnel awareness

3.9.1 Suppliers are expected to train and document their employees on:

3.9.1.1 Employee contribution to product or service conformity



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Quality is every person’s job at PCC Mason at its Suppliers. Doing your job to meet customer requirements, AS9100 requirements and Internal policies provides on-going potential for continued and new customer orders.

3.9.1.2 Employee contribution to product safety  
Product Safety means meeting all customer requirements and assuring that the products reach our customers with all successful testing, packaging and free of any foreign object debris (FOD).

3.9.1.3 The importance of ethical behavior  
It is imperative that each employee conduct themselves in an ethical manner to preserve the environment for all employees and the manufacturing of defect free products for our customers.

### 3.10 Supplier Contacts

3.10.1 Suppliers should feel free to contact or visit PCC MASON at any time to discuss and resolve problems that may arise. All visits must be coordinated with the Planner who placed the PO.

3.10.2 PCC MASON reserves the right to access the supplier’s applicable areas of their facilities to resolve quality or delivery issues. This includes any customers of PCC MASON and/or regulatory authorities as necessary.

### 3.11 Supplier Counterfeit Material Avoidance

3.11.1 Suppliers shall establish and maintain a Counterfeit Parts\Material Prevention and Control Plan using AS5553 (Reference elements of Section 4) and\or AS6174 (Reference elements of Section 3) to ensure that counterfeit goods are not delivered to PCC Mason. The purpose of the control plan shall be to develop a robust process to prevent the delivery of counterfeit commodities and control commodities identified as counterfeit.

3.11.2 Suppliers shall only purchase products to be delivered or incorporated as goods directly from the Original Component Manufacturer (OCM)\Original Equipment Manufacturer (OEM), OCM\OEM authorized distributor chain, aftermarket manufacturer, or authorized reseller. These products shall have verification that goods are traceable to OCM\OEM; OCM\OEM authorized distributor chain, aftermarket manufacturer, or authorized reseller. If Goods can only be acquired from independent distributors or brokers in cases of diminishing material supply (DMS) or obsolescence, written notice shall be provided to the Quality Manager and Purchasing Department prior to procurement of these goods. After written approval by Quality is received by supplier, goods shall be subjected to testing and screening process appropriate to the commodity (in accordance with AS5553 and AS6174). Records of evidentiary tests and inspections performed that ensure verification of the goods shall be provided for review and approval by Quality Manager and Purchasing Department prior to delivery. Written notice is not required for raw material and standard hardware purchased from independent distributors or brokers, but products must be able to provide commodity level traceability to the OCM\OEM.



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3.11.3 Supplier shall provide written notification to Quality Manager and Purchasing Department if supplier becomes aware or suspects that it has furnished Counterfeit Goods within 24 hours. Supplier shall provide to Quality Manager and Purchasing Department upon request, the supply chain traceability to an Original Manufacturer or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product. Supplier shall have a documented process in place to ensure Counterfeit goods are contained and do not reenter the supply chain.

3.11.4 Supplier shall ensure this procedure is communicated to and enforced with all lower tier suppliers that provide materials in support of any PCC Mason order.

Revision	Date	Notes	Approved
A	9-11-2021	Initial release	Jaime Rendon