

Approved: QA Department

PIONEER MICHIGAN BROACH CO.
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TITLE:

Supplier Terms

1.0 Purpose: This document establishes the terms for products or services provided to Pioneer Michigan Broach Company (PMB) by its suppliers, in accordance with the requirements of AS9100D.

2.0 Scope: This procedure applies to all PMB purchases from Approved Suppliers.

3.0 Responsibility: All Approved Suppliers of PMB must abide by these terms as part of the Purchase Order agreement.

4.0 Procedure:

Communication: PMB must be notified in writing (email is acceptable), if any of the following conditions exists:

- A. Discrepancies:
 - I. Some or all of the products or services provided by Supplier to PMB *may* be non-conforming, and disposition or guidance is needed from PMB.
 - II. Some or all of the products or services provided by Supplier to PMB are *known* to be non-conforming.
- B. Process Changes:
 - I. Changes to the Approved Supplier's processes, suppliers, and/or location are made that affect the products or services provided.

Scope of Certification: If the process to be performed by the Supplier is not part of the Supplier's 3rd-Party, *certified* scope, PMB must be notified BEFORE the supplier proceeds with the order.

Product Conformity: Supplier is expected to comply with PMB's supplier performance expectations: 90% On Time Delivery and 98% Quality Level

Product Safety: Supplier must abide by all requirements critical to product safety and must communicate to PMB the occurrence of any issues or events affecting product safety. Additionally, supplier must have a system in place for the consideration of risks as relevant to product safety and product conformance.

Ethics Policy: Supplier must have an ethical code of conduct in place.

Record Retention: All documentation relevant to the products or services provided must be retained for a minimum of 7 years OR as required by the customer.

Right of Access: As appropriate, it is requested that PMB and its customers be granted Right of Access to the applicable areas of all the Approved Supplier's facilities and records involved in the products or services provided.

5.0 References: AS9100 REV D