

Supplier Procurement Requirements

1.0 Scope and Purpose

- 1.1 Scope: The procedure shall apply when referenced in BBPP purchase orders.
- 1.2 Purpose: This document defines the requirements to be flowed down to BBPP external providers of products and services.
- 1.3 Procedure Owner: The Head of Quality

2.0 General Requirements

2.1 The Engineering Department is responsible to

- 2.1.1 Define raw material requirements including product code and individual quality clauses in the material tab of JobBoss
- 2.1.2 Define special processing requirements including product code and individual quality clauses in the applicable job router operation
 - 2.1.2.1 Suppliers of office material and general supplies are excluded from this procedure.

2.2 Product Group Codes

Code	Definition	Applicable Quality Clauses
CS	Calibration Services	1, 12
MN	Machining – New Order	1, 6, 8, 9, 15
MR	Machining – Repeat Order	1, 5, 8, 9, 12, 15
MS	Material Standard	1, 2, 4, 9, 15, 16
MD	Material – DFAR/Specialty	1, 2, 4, 9, 13, 15, 16
MC	Material – Conflict Compliance	1, 2, 4, 9, 13, 14, 15, 16
ML1SS	Material – Level 1 / SUBSAFE	1, 4, 13, 14, 15, 16, 17, 18, 19
SS	Special Process – Standard	1, 4, 8, 9, 15, 16
SF	Special Process - Frozen	1, 4, 8, 9, 12, 15, 16

- 2.3 The supplier is responsible to visit BBPP website to ensure compliance to this procedure and any invoked quality clauses. Failure by the supplier to conform to any requirement or applicable clause listed on the purchase order may be cause for rejection and return of product at the supplier's risk and expense.
- 2.4 Suppliers shall have a system in place to review the competence of employees prior to work being done. In the event individuals require special certifications to perform a work scope, supplier must ensure prior to the start of work that personnel is still certified for that work scope.

Supplier Procurement Requirements

- 2.5 Suppliers shall ensure their employees are aware of their contribution to product and service conformity, product safety, and the importance of ethical behavior including fraudulent reporting
- 2.6 Suppliers are responsible to notify BBPP of any change in status to their Quality Management System, including but not limited to, AS9100, ISO9001, Nadcap, Customer Specific Approvals
- 3.0 Additional requirements applicable to each BBPP purchase order
 - 3.1 Supplier Performance
 - 3.1.1 Suppliers will be monitored for their performance by BBPP. Although BBPP is ultimately responsible for the final product to its customer, the supplier shall do everything within it's power to supply BBPP acceptable product.
 - 3.1.1.1 Failure to meet minimum requirements for 2 consecutive reporting period shall results in one or more of the following actions
 - 3.1.1.1.1 Corrective Action
 - 3.1.1.1.2 Restriction of Approval/Scope
 - 3.1.1.1.3 Additional Controls with follow on orders including, but not limited to
 - 3.1.1.1.3.1 Increased documentation of inspection results
 - 3.1.1.1.3.2 Increased incoming inspection
 - 3.1.1.1.3.3 On-site auditing
 - 3.1.1.1.3.4 Removal from BBPP Approved Supplier List
 - 3.1.1.2 If the failure results in a monetary loss for BBPP – BBPP reserves the right to work with the supplier to come to a mutual resolution for recuperation of lost funds.
 - 3.2 Material Control
 - 3.2.1 Material shall be controlled to include its identification, traceability, and lot segregation
 - 3.2.2 Product handling must ensure no metal-to-metal contact resulting in nicks, dents, or scratching to finished part surfaces
 - 3.2.3 Packaging shall prevent part to part contact and shall be adequate to prevent part damage during transit. Packages shall identify the part number and revision, BBPP purchase order number, line number and quantity per package.
 - 3.2.4 Partial shipments require documented approval from BBPP buyer.
 - 3.2.5 All supplied material to be returned with delivery including scrap

Supplier Procurement Requirements

- 3.2.6 Product to be returned clean and free of Foreign Object Debris (Oils, Dust, Chips, etc.)
- 3.2.7 Counterfeit Materials - Supplier shall deliver only products made from
- 3.2.7.1 BBPP furnished material when supplied
- 3.2.7.2 Materials purchased directly from the original component manufacturer (OCM), the original equipment manufacturer (OEM), or through and OCM/OEM authorized distributor chain
- 3.2.7.2.1 The seller shall ensure that only new and authentic materials are used in material delivered to BBPP. The seller may only purchase material directly from original manufacturers, manufactured franchised distributors, or authorized aftermarket manufacturers. Use of material that was not provided by these sources is not authorized unless first approved in writing by BBPP. The seller must present compelling support for it's request (e.g. original manufacture documentation that authenticates traceability of the material to the original manufacturer, and include in its request all actions to ensure the material thus procedure is authentic and conforming.
- 3.2.7.2.2 The seller shall maintain a method of commodity and item level traceability that ensures tracking of the supply chain back to the manufacturer of all material being delivered per applicable orders. The traceability method shall clearly identify the name and location of all of the supply chain intermediaries from the manufacturer to the direct source of the material for the seller and shall include the manufacturer's commodity or item level identification for the item(s) such as date codes, lot codes, heat codes, serialization, unique item identifiers, or batch identification.
- 3.2.7.2.3 This clause is applicable to all contacts for Qualified Products Lists (QPL) or Qualified Manufacturers List (QML) controlled material. This clause applies regardless of the point of inspection designated in the contract award. This clause applies both to contracts awarded directly to a manufacturer lists on the applicable QPL/QML and to suppliers (e.g. distributors) not listed as approved manufacturers on the applicable QPL/QML.
- The Material supplied must be in strict conformance to the requirements set forth and/ore referenced in the item description, including applicable revisions and slash sheets. To ensure this conformance, the contractor must provide a Certificate of

Supplier Procurement Requirements

Conformance and traceability (CoC/T) with the information and documentation required by the applicable specification. This document must reference the contract number and include a certification signed by the approved QPL/QML manufacturer. In addition, if the material is not procured directly from the approved manufacturer, all additional documentation required by the specification must be provided to establish traceability from the QPL/QML manufacturer through delivery to the Government. The CoC/T is required to determine acceptability of the supplies. If the CoC/T is not provided, is incomplete or otherwise unacceptable, the supplies will be determined not to meet contract requirements and will be rejected.

If the contract requires inspection and acceptance at origin, the contractor shall furnish the original and two copies of the CoC/T to the Government Quality Assurance Representative (QAR) with the items offered for acceptance. The CoC/T must clearly reference the applicable contract number. The contractor shall submit one signed copy to the contracting officer. The second copy shall be retained by the QAR. The original shall be maintained by the contractor.

If the contract requires inspection and acceptance at designation, the contractor shall mail one copy of the CoC/T to the contracting officer upon shipment/delivery. The CoC/T must clearly reference the applicable contract number.

3.3 Inspection and Testing

- 3.3.1 Calibration of measuring and test equipment shall conform to ANSI/NCSL Z540-1, MIL-STD 45662, MIL-I-45208, ISO9001 or equivalent
- 3.3.2 Supplier shall perform and document product inspection at appropriate states of the production to ensure acceptance of final product, including final inspection.

3.4 Right of Access

- 3.4.1 All suppliers shall grant access to BBPP Employees, BBPP Customers, and Regulatory Authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain

3.5 Documentation and Records

- 3.5.1 The supplier shall maintain all quality records of manufacture, testing, or service for a minimum of 40 years after date of delivery.

Supplier Procurement Requirements

- 3.5.2 Notification shall be made to BBPP Quality Assurance and authorization granted prior to the disposal of any records after required retention period
- 3.5.3 All quality records shall be available for review by BBPP, its customers, and/or regulatory authorities upon request
- 3.5.4 All documented maintained as documented information must be and remain legible and reproducible
- 3.6 Nonconforming Product
 - 3.6.1 Suppliers shall notify BBPP of all non-conformances to supplied material promptly upon discovery. Documented approval from BBPP quality is required prior to shipment or rework
 - 3.6.2 Non-conforming product shall be controlled to include its identification, segregation, and disposition
 - 3.6.3 Supplier shall have a system for analyzing the root cause(s) and the implementation of corrective action(s) to prevent recurrence of non-conforming product
- 3.7 Sub-Tier Control
 - 3.7.1 Use of any sub-tier suppliers requires written authorization from BBPP Quality. When use is authorized, supplier shall flow to any sub-tier suppliers the applicable requirements of BBPP purchase order and additional procurement requirements.
 - 3.7.2 To change an approved sub-tier supply, written authorization from BBPP must be obtained prior to change being made.
 - 3.7.3 If sub-tiers are approved by BBPP, supplier must monitor the performance of supplier and take action if performance becomes non satisfactory in which will affect the delivered product to BBPP.
- 3.8 Quality Clauses
 - 1. Use of any sub-tier suppliers requires written authorization from BBPP Quality. When use is authorized, supplier shall flow to any sub-tier suppliers the applicable requirements of BBPP purchase order and additional procurement requirements.
 - 2. Supplier shall submit a certificate of analysis providing mill identity with chemical and physical property analysis results for material supplied on this order
 - 3. Supplier shall submit a certificate of conformance for material supplied on this order which states test results are available for review upon request

Supplier Procurement Requirements

4. Supplier shall certify that all articles furnished against this purchase order do not contain nor have they been contaminated with mercury in any form
5. A one (1) piece First Article approval is required to be submitted for inspection by BBPP Quality and approved in writing prior to the start of production
6. A five (5) piece First Article approval is required to be submitted for inspection by BBPP Quality and approved in writing prior to the start of production
7. AN AS9102 First Article Inspection (FAI) report traceable to a tagged part is required to be submitted with product shipment
8. 100% documentation of supplied inspection reports shall be submitted for delivered quality when applicable
9. A certificate of conformance attesting to product compliance with all purchase order requirements shall be submitted with each shipment of items covered by the purchase order. The certificate of compliance will identify at minimum:
 - a. The part number and revision level
 - b. The BBPP purchase order number and line-item number
 - c. The material or process specification and revision level. Specifications shall be to the latest revision at the time of the order
 - d. Obsolete specifications that have been superseded when applicable
 - e. The quantity of accepted and rejected parts
 - f. Traceability to serial and/or lot numbers when applicable
 - g. Raw material traceability to source and origin as applicable
 - h. The authorized releasing agent
10. This order contains key characteristics which must be inspected and documented 100%. Sampling may be performed when process control is demonstrated by a $Cpk > 1.33$ and documented evidence has been submitted and approved in writing by BBPP.
11. Source inspection is required for this purchase order. Contact BBPP Quality to schedule the audit 48hrs. prior to production completion. Source inspection shall not constitute final acceptance of delivered product nor prohibit subsequent rejection
12. Changes to processes/techniques/schedules, including facility location, after first order acceptance require BBPP quality approval prior to processing

Supplier Procurement Requirements

13. All items manufactured or purchased containing “specialty metals” shall be compliant with DFARS clause 252.225.7009 or the latest version/revision of the “Specialty Metals Clause”
14. Supplier shall undertake due diligence in examining their full supply chain to determine if conflict minerals as defined by the Dodd-Frank Wall Street Reform and Consumer Protection Act are used in their products. Supplier shall certify that there is no indication that any products supplied contain conflict minerals
15. Suppliers shall have a Foreign Object Debris Prevention program and sure all foreign object debris has been removed from product prior to shipment
16. Certification to REACH and RoHS compliance is a requirement of this order
17. Purchase order requirements shall be submitted with each shipment of items covered by the purchase order. The certificate of compliance will identify at minimum:
 - a. Test data shall be recorded on the testing company’s letterhead. Transcribed data is not allowed.
 - b. The correct material specification and revision level shall be referenced.
 - c. Quantitative data of chemical composition and mechanical properties that relate to the specific heat and/or lot number shall be recorded.
 - d. The name, title, signature of an authorized company representative must be included.
 - e. All specific contractual requirements shall be met.
 - f. Quantitative data shall meet the requirements set forth by the contractually referenced material specification.
 - g. The heat number and/or lot number shall be marked on the certification
 - h. Name, Title, and Authorized signature on certification. If applicable appropriate stamps when required
 - i. Electronic Signatures are not acceptable.
18. The heat number and/or lot number shall be marked on the material in a manner that is legible.
19. The material shall conform to Level 1 and/or SUBSAFE traceability requirements.

4.0 Outputs

4.1 Clear and Concise requirement flow downs

4.2 Acceptable product/services upon receipt to BBPP

Supplier Procurement Requirements

Revision Table

Revision Number	Revision Description	Revision Date	Revised By
NR	Original Release (reference TUV 2017 Audit – Minor Finding #1)	12/8/2017	
A	General Requirement F added (Part Cleanliness); 9d superseding clause added	03/01/2018	
B	Code 15 and 16 added, Product Group Codes Updated	11/01/2018	
C	Procedure template updated, may edits throughout, added requirements for supplier to notify BBPP of any change in status. Removed requirement for supplier to sign procedure as acknowledgement. Added "Right of Access Section".	12/17/2020	M. White
D	<p>Section 2.2 Table was edited – adjusting the applicable quality clauses for each code</p> <p>Section 2.2 Table was edited adding Quality Code ML1SS – Material – Level 1 – SUBSAFE</p> <p>Added section 2.4 – Section 2.4 and 2.5 moved to 2.5 and 2.6</p> <p>Added new section 3.1</p> <p>Added sections 3.2.7.2.1 thru 2.1.7.2.3</p> <p>Added section 3.7 – Sub-Tier Control</p> <p>Section 3.7 Quality Clauses moved to Section 3.8</p>	12/31/2021	M. White
-	-	-	-
Owner Signature:	<i>Mark White</i>	Management Rep. Signature:	<i>Mark White</i>
Author:	<i>Mark White</i>	Date:	12/31/2021