



SUPPLIER QUALITY SYSTEM  
REQUIREMENT

# Supplier Quality System Requirements

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# Supplier Quality System Requirements

**Purpose:** This document has been established to specify the minimum system requirements for applicable suppliers to be listed on MJB's Approved Suppliers List (ASL).

**Scope:** Applicable suppliers of specific component parts or special processes shall have at least the minimum quality system requirements contained herein that shall be met when performing against MJB's purchase orders that reference this document.

**Objective:** MJB is an AS9100 certified company and as such has developed a systematic way of conducting its business. Part of this system requires us to pass down requirements as specified below that shall be met by applicable suppliers when fulfilling MJB's purchase orders.

**Minimum supplier requirements:** The following are the minimum requirements that applicable suppliers on MJB's ASL shall have in a documented Quality System when this requirement is specified on MJB's purchase orders.

1. Quality function's authorities and responsibilities shall be clearly defined.
2. A system shall be maintained for the use and control of inspection stamps or other unique method for the identification of inspection status.
3. Adequate inspection instructions shall be maintained for inspection personnel.
4. Sampling inspection, when applicable, shall be performed in compliance with established and recognized standards such as BS 6001 or equivalent.
5. Calibrated measuring devices, inspection gauges and test equipment shall be available to inspection personnel who shall be competent for the inspection tasks they undertake.
6. Documented procedures shall be in place and maintained that require periodic inspection and recalibration of all measuring and test equipment in accordance with the requirements of ISO 10012-1 or equivalent standard.
7. A documented system shall be in place and maintained for handling non-conforming materials including the notification and recall of delivered non-conforming materials, the removal of non-conforming materials from production and taking corrective action to prevent recurrences.
8. Documented procedures shall exist that require notifying MJB when changes to key elements of key processes or changes/modification to key product characteristics are made for products and/or services purchased and any change of manufacturing facility location and, where required obtain organization approval. This requirement shall also be flowed down to any subcontractors.
9. Quality records generated in support of MJB issued purchase order shall be maintained for a period of thirteen (13) years and be available for review by authorised MJB representatives, MJB customers, and/or regulatory agencies. These records shall include, but are not limited to, receiving, in-process, and final inspection records, Certificates of Conformance, raw material Mill Certifications, test results, documented non-conformances and corrective actions, and measuring and test equipment calibration documentation.

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**10.** The supplier shall maintain a system for the control of drawings, specifications, planning, procedures, other technical documents, and changes thereto. The system shall provide for the timely removal of incomplete, obsolete or defaced documentation from production and inspection areas. Each supplier utilising numerical control equipment shall have procedures to assure control of non-deliverable software and NC tapes, including the initial proofing, change, and update control.

Unless otherwise specified in the purchase order, drawings and specifications shall be the revision as specified on the purchase order.

**11.** The Quality function shall maintain procedures for communicating quality and/or specification requirements, when applicable, to sub-tier suppliers, including, when applicable, the use of MJB (or MJB's customers) approved suppliers.

**12.** Positive traceability of parts by cross referencing raw material certification to all manufacturing, processing, reports and shipping documents from which items were manufactured is required where applicable.

**13.** The supplier shall be responsible for the quality of all products/services purchased from subcontractors, including MJB designated sources.

**14.** The supplier shall ensure that only new and authentic materials are used in materiel delivered to MJB. The supplier may only purchase materials directly from original manufacturers, manufacturer franchised distributors, or authorized aftermarket manufacturers. Use of materiel that was not provided by these sources is not authorized unless first approved in writing by MJB.

**15.** MJB reserves the right to inspect all goods prior to shipment by the supplier, and the supplier shall permit employees or representatives of MJB including authorised regulatory agencies or customer representative of MJB to have access to the supplier's facilities, at all reasonable hours.

**16.** The supplier shall be responsible for ensuring that items supplied against the purchase order are packaged in such a manner that their integrity is preserved, contamination and corrosion are prevented, no physical damage occurs and it prevents damage, deterioration or loss in transit.

**17.** All goods shall be received subject to inspection and approval by MJB after delivery and prior to payment and may be rejected if they are or become non-conforming.

**18.** When certificates of compliance (C of C) are specified on purchase orders they shall display, as a minimum, the following elements where applicable:

- a. *Lot Specific* - the certificate must make specific reference to the part number (or process specification number if a process), MJB's purchase order number, and the quantity of units so that it cannot be confused with another lot of parts.
- b. *Statement of Quality* - a statement to the effect that the parts are of the required configuration, have been manufactured or processed to meet the requirements of the referenced order, specification, etc., must be present. This can take many forms using various words, but the essence of the statement must be that the parts do conform to the applicable requirements. Where tests are required to be performed in accordance with the purchase order, simply stating test values or results is insufficient.
- c. *Dated Signature* - the certificate must be signed and dated with the individual's name printed alongside.

**19.** A supplier that is certified to ISO 9001 or AS9100 via a third party and subsequently changes certification body (CB), loses its registration status, or is put on notice of losing its registration status, shall notify MJB within three days of receiving such notice from its CB.