



## TITLE:

**Supplier Terms**

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

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

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

**4.0 Procedure:**

Communication: PBC 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 PBC may be non-conforming, and disposition or guidance is needed from PBC.
- II. Some or all of the products or services provided by Supplier to PBC 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 3<sup>rd</sup>-Party, *certified* scope, PBC must be notified BEFORE the supplier proceeds with the order.

Flow Down: Supplier *shall* comply with all end-user "flow-down" requirements, as specified on PBC Purchase Orders.

No Outsourcing: Supplier *shall not* outsource any portion of the Purchase Order requirements without the prior written consent of PBC Quality Manger.

Approved: QA Department



**PIONEER BROACH COMPANY.**  
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Doc. No.: QA-FORM-045  
Rev: E  
Effective day: 05/18/2021

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Product Conformity: Supplier is expected to comply with PBC's supplier performance expectations:

- 90% On Time Delivery
- 98% Quality Level

Product Safety: Supplier must abide by all requirements critical to product safety and must communicate to PBC 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.

Counterfeit Prevention: Supplier must have a Counterfeit Material prevention process for material supplied to PBC

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 PBC 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**