



## General Purchase Order Requirements

[NOTE: Some of the requirements listed below are contingent upon other variables (i.e. – ‘aerospace products’, ‘when required by Purchase Order’, ‘if applicable’, ‘as applicable’ etc.). If the item(s) being supplied against these POs do not meet the variables, then the requirements do not apply, unless they were previously addressed during the quotation stage.]

### ALL ORDERS

#### **Order of Precedence**

If any requirement(s) defined in this document contradict the purchase order, the purchase order requirement(s) shall take precedence.

#### **Flow down Requirements**

To ensure conformance to all Purchase Order requirements, Seller shall flow down all applicable requirements to Seller’s sub-tier sources, when such sources are used by Seller for procurement or processing of products for Jamaica Bearings Co.

#### **Right of Access**

Jamaica Bearings reserves right of access to Seller’s & all sub-tier supplier’s applicable facilities &/or records for ourselves, our customers, & all applicable regulatory authorities.

#### **Nonconforming Product**

Seller shall notify Jamaica Bearings of any nonconforming product and obtain Jamaica Bearings’ approval for disposition thereof in writing. JBC Material review will request acceptance from customer on nonconforming material in writing, per method(s) required and/or accepted by customer.

#### **Suspected Unapproved, Unapproved, and Counterfeit Parts Prevention**

The supplier shall have a program in place to prevent the delivery of counterfeit parts and materials. All parts, materials and assemblies (electrical, mechanical, raw material) included in the hardware shall be procured directly from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEMs), or from the OCM/OEM authorized-distributor. The supplier is responsible for the flow down of this requirement to its sub-tier contractors and their compliance to it. For guidance supplier may refer to SAE documents AS5553 (Electronics) and AS6174 (Material) ([www.sae.org](http://www.sae.org)).

#### **Prohibited Sources**

Jamaica Bearings suppliers and/or sub-tier suppliers are prohibited from using any source listed on the US government Excluded Parties List System (EPLS) (ref. <https://www.sam.gov>) in the production of products to be delivered to Jamaica Bearings.

#### **Continual Improvement**

Suppliers of aerospace and commercial products shall have a documented process for generating Corrective Actions and Process Improvement. The Corrective Action Process shall minimally include; a Problem Statement, Containment, Root Cause Analysis and Corrective Action Resolution. The resolution shall include Mistake Proofing to ensure the Correction Action put in place will reduced the risk of reoccurrence or at best eliminate the Problem. Corrective Action Resolution shall be review at established intervals.

Suppliers may use their own Corrective Action Form or request the JBC Form.

#### **Quality System Approval**

Prior to Sept 15, 2018:

Suppliers of non-aerospace products shall, as a minimum, maintain a quality system compliant with ISO 9001:2008.

Suppliers of aerospace products shall, as a minimum, maintain a quality system compliant with AS9100C or AS9120A.

After Sept 15, 2018:

Suppliers of non-aerospace products shall, as a minimum, maintain a quality system compliant with ISO 9001:2015.

Suppliers of aerospace products shall, as a minimum, maintain a quality system compliant with AS9100D or AS9120B.

#### **Calibration**

Tools and equipment used in final acceptance of manufactured product shall be calibrated in accordance with the latest revision of ANSI/NCSL Z540.3, ISO 10012-1, or ISO/IEC 17025 and traceable to the National Institute of Standards and Technology (NIST).

**Record Retention**

The Seller shall maintain all quality records on file for a minimum of 10 years from the date of manufacturer. These quality records include, but are not limited to: Manufacturer's Certificate of Conformance, Raw Material Certification, Test Reports, First Article Inspection Reports and Process Certifications. Applicable specification and part revision level must be present on certification and test reports.

For Aerospace Products identified as Flight Safety / Critical, Seller shall maintain all quality records on file for a minimum of 40 years from the date of manufacturer.

**Certifications & Full Traceability**

When required by PO, seller shall provide a Manufacturer Certificate of Conformance, with the following (at minimum) clearly noted on it, with each shipment: vendor name, vendor part #, Jamaica part #, Jamaica PO#, quantity, lot # (if applicable). Seller must ensure that all certifications (Mfg. Certificate of Conformance, Test Reports, Process Certs, Raw Material, FAI, etc.) for a part are traceable to one another by either a lot number, date code, heat number, job/work order number or material P.O. number and are available upon request by buyer.

If Seller is not the manufacturer, all paperwork necessary to provide "full traceability" back to the manufacturer shall be provided.

**Paperwork Corrections**

Changes or amendments to any certification paperwork must identify the authorizing party via signature, initial, stamp or any other similar method along with amendment date.

Incorrect data must be corrected by striking through the error with 1 thin line, adding the correct info, initialing (or stamping), and dating the correction.

**Shelf-life**

Seller shall advise shelf life and/or expiration date if applicable.

**Revision Levels**

All material furnished to Jamaica Bearings by the Seller and its suppliers must be manufactured to and/or meet the most current revision level of the controlling part drawing/specification and its associated specifications at the time the purchase order was issued, unless otherwise specified on the purchase order. If Seller has a later revision on file than that which is specified on the PO (if applicable), Seller must notify Jamaica Bearings of the discrepancy and obtain clarification.

**Marking/Labeling**

Supplier shall mark/label the product in accordance with the latest revision of the drawing/specification and/or purchase order.

**Country of Origin**

Seller shall indicate Country of Origin on labels and/or certificate of conformance.

**Packaging**

Packaging shall conform to the requirements of the drawing/print. All necessary steps shall be taken by seller to prevent contamination, introduction of Foreign Object Debris (FOD), and deterioration. Parts must be packaged in a manner and with sufficient cushioning to prevent damage during shipping. No newspaper or loose packaging material small enough to block internal passages, holes and/or crevices shall be used in the packaging of products.

All aerospace parts must be individually packaged, unless otherwise specified.

**Multiple Lots**

Multiple lots shall be bagged/boxed/handled & identified separately and distinctly. Commingling of lots is not permissible.

A manufacturing lot is defined as all parts manufactured at the same time from the same materials, or processed together through all operations.

**Product Acceptance Requirements**

Prior to shipment the supplier is responsible for ensuring that 100% of all attributes on all parts produced are in accordance with the Jamaica Bearings requirements. Inspection of all features shall occur throughout and/or after all machining and processing of a manufacturing lot is complete. The method of inspection shall be suitable and capable for each type of feature or inspection being performed (Example, measurement instruments should have 10 times the resolution of the tolerance being measured). Parts shall be 100% visually inspected for loose or hanging burrs, machining chips, handling damage, and FOD (Foreign Object Debris) prior to shipment.

**Foreign Object Debris/Damage (FOD) control program**

Suppliers shall maintain a Foreign Object Debris/Damage (FOD) control program to ensure that the delivered products; fit, form, function, integrity, and factory new product condition is not compromised.

**Hazardous Material**

Seller shall comply with requirements of RoHS and REACH as applicable.

All chemicals shall be accompanied by a relevant Safety Data Sheet (SDS) (formerly called Material Safety Data Sheet (MSDS)) with each shipment.

**Mercury Free**

Mercury or mercury containing compounds shall not be intentionally added to, or come in direct contact with, any hardware or supplies furnished under this contract.

**Affirmative Action**

Jamaica Bearings is an affirmative action/equal opportunity employer or AA/EOE.

**ITAR**

Supplier agrees to comply with all applicable U.S. export control laws and regulations. The Supplier, also, agrees to indicate on packing slips and/or certifications that a subject part is regulated under ITAR by typing or stamping "ITAR PART" for the respective part.

**Supplier Performance control and monitoring**On-time Delivery Window:

Shipments that arrive on our dock between 10 days before and 5 days after suppliers' promised date, provided at time of PO acknowledgement, are considered on-time. (Exception: if order is early to the suppliers' promised date, but after our PO required date, order is considered on-time.) Any shipment received outside of that window may be rejected and returned at the supplier's expense. In addition, these shipments, whether returned or not, will negatively impact the supplier's on-time delivery performance as indicated on our Supplier Rating Report.

Jamaica Bearings OTD expectations are 100% on-time. Jamaica Bearings monitors suppliers OTD and may issue a formal Root Cause(s) and Corrective Action(s) Request based on suppliers with continued negative trends.

Quality Performance:

Jamaica Bearings expectations are that suppliers deliver 100% on-quality products. This includes accuracy, legibility, and reproducibility of supporting documentation i.e. C of C's, Material Certs, Special Processing Certs etc.

Jamaica Bearings monitors suppliers Quality Performance and may issue a formal Root Cause(s) and Corrective Action(s) Request (RCCA) based on; suppliers quality performance trends, the severity and type of a quality turn-back, if one or more of Jamaica Bearings customers being directly affected etc.

**Supplier Awareness**

Suppliers shall ensure that they are aware of, and their employees are aware of:

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behavior.

## **AEROSPACE (NON-COTS)**

### **Quality System Approval**

Suppliers of aerospace products shall, as a minimum, maintain a quality system compliant with AS9100D or AS9120B.

### **Foreign Object Debris/Damage (FOD) control program**

Suppliers shall maintain a Foreign Object Damage (FOD) Prevention Program compliant to AS9146 (latest revision) to ensure that the delivered products; fit, form, function, integrity, and factory new product condition is not compromised.

### **Test, Inspection, and Verification System**

Suppliers shall develop inspection procedures and maintain records of inspection. Records shall include evidence of inspection for all attributes (e.g. first article inspection, acceptance test data) of products / processes supplied to Jamaica Bearings, show the product has been inspected and/or tested during all stages of manufacturing, identify the name of the individual (i.e. with stamps, etc.) who certified the results, and where applicable include the results of the inspections and tests.

### **Statistical Techniques**

Suppliers are responsible for understanding and reducing variation within processes, and are encouraged to use control-charting techniques. When control charting is not performed, sample inspection of all attributes shall be performed to ANSI/ASQ Z1.4 or an equivalent plan. Suppliers using sample inspection plans are not relieved from the responsibility for all attributes on the part/assembly.

Suppliers are encouraged to utilize SPC (Statistical Process Control) based sampling plans in lieu of 100% inspection and may do so for those features with a Cpk (Process Capability) greater than or equal to 1.33. For additional guidance, consult ARP9013, Statistical Product Acceptance Requirements available at <http://standards.sae.org/>.

Note: Specific customer/end-user sampling plans when required will be flowed down on the JBC Purchase Order(s).

### **Risk Assessment**

Seller shall utilize the current revision of the SAE Aerospace Recommended Practice ARP9134 - Supply Chain Risk Management Guideline to assess those elements other than the Quality Management System requirements that could affect the products and services being provided to Jamaica Bearings Co. The guidelines established by SAE ARP9134 should be viewed as a business protection tool, as part of an integrated business culture, to help identify and reduce risk within the entire supply chain. It is recommended that the SCRM guidelines shall, when appropriate, be included as a flow-down requirement to the Seller's sub-tier suppliers. Jamaica Bearings Co. will use guidelines based on SAE ARP9134, to supplement existing risk management philosophies, to evaluate and reduce risks within the supply chain at both new and existing suppliers.

### **Special Processes Approval**

Special processes shall be performed by sources that are accredited by the National Aerospace and Defense Contractors Accreditation Program (NADCAP) and approved by end user (if applicable). This requirement applies whether the process is performed by the Seller or by Seller's sub-tier sources.

Special Processes include, but are not limited to: NDT, Nonconventional Machining, Heat Treat, Plating/Coating, Welding and Chemical Processing.

This provision applies unless otherwise agreed to by Jamaica Bearings.

### **PMA & TSO Product**

PMA & TSO products must comply with all applicable FAA regulations & must be accompanied with an 8130-3 tag, unless otherwise authorized by Jamaica Bearings. It is requested that the Remarks Block of the supplied 8130-3's include one of the following statements as applicable: For PMA Parts: "This PMA part is not a critical component" or "Produced under licensing agreement from the TC or STC holder". For TSO Parts: "Parts produced under TSO-CXXX Authorization", where XXX is the applicable TSO Authorization# such as TSO-C148 or TSO-C149.

### **Material Certifications**

Please include material certifications (also referred to as "chemical & physical test reports", or "test reports") with each shipment, providing no charges apply. All certifications must be traceable to one another by either a lot number, date code, heat #, job/work order #, or material PO#. If not supplied at the time of shipment, all certifications must be maintained on file and available upon request by buyer.

**Record Retention**

Suppliers shall retain Quality records for a minimum of (15) years from the date of shipment unless a longer period is otherwise specified.

For Aerospace Products identified as Flight Safety / Critical, Seller shall maintain all quality records on file for a minimum of 40 years from the date of manufacturer.

Quality records include the following but not exhaustive list: Approved Certificates of Conformity, Test Reports, Raw Material Certifications, Special Process Certifications, First Article Inspection Reports (FAIR), Route Cards/Travelers, and Calibration Records. This data shall be made available to Jamaica Bearings upon request, at no extra charge. Records shall be appropriately identified in accordance with customer, regulatory and company defined requirements. Storage facilities shall provide environmental conditions to prevent deterioration or damage and to prevent loss. Records in storage shall be protected from unauthorized access. The nature of the information in the records, as well as its format, dictates the method by which they shall be destroyed. When records contain sensitive information (such as design detail, proprietary info, ITAR restricted info, etc.), they shall be disposed by irreversible destruction methods such as shredding, or "erasure"/reformatting for electronic/magnetic media.

**First Article**

Supplier shall have on file a First Article Inspection Report (FAIR) in accordance with the requirements of the current revision of SAE AS9102. When required by Purchase Order, a First Article Inspection Report (FAIR) shall be provided. Once the ordered FAIR is provided, the Manufacturer is required to provide a new and/or updated FAIR to Jamaica Bearings Co., Inc. when any of the following events take place:

- Engineering changes
- Manufacturing process/source changes
- Tooling changes
- Change of manufacturing location
- A lapse in production of two years

**Lot/Batch Control**

All aerospace products shall have assigned a unique traceability number in the form of a lot/batch number or serialization.

**Statement of Condition**

Please certify the parts are in 'new' condition.

**Notification of Changes**

Seller shall notify Jamaica Bearings **prior to** any changes in product and/or process definition, changes of suppliers, change of manufacturing facility location, and, where required, obtain Jamaica Bearings' approval.