



## 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.

#### **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**

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.

#### **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.

#### **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.

**Hazardous Material**

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

**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.

**On-time 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.

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

### **Quality System Approval**

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

### **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.

### **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 of changes in product and/or process definition, changes of suppliers, change of manufacturing facility location, and, where required, obtain Jamaica Bearings' approval.