



ISSUE	DATE	<b>SUPPLIER QUALITY ASSURANCE MANUAL</b>	REFERENCE: QUALITY POLICY
ORIGINAL	5/4/07		
REVISION	C 7/19	APPROVED BY: <i>John Strack</i>	Page 1 of 3

## 1.0 Scope

PR Machine Works, Inc. is committed to providing world class products and services to our customers. This effort could not be accomplished without the help of external providers that deliver products and services of the highest quality. Our mission to manufacture products that will meet or exceed the expectations of our customers demands that we expect the same from our external providers.

This manual defines the requirements for externally provided products and services purchased by PR Machine Works, Inc. to manufacture product for our customers. These externally provided products and services include, but are not limited to; raw materials, value added services, and machined parts.

## 2.0 General

- 2.1 Receiving Days and Hours-** PR Machine Works, Inc. receiving is open Monday through Friday, 7 AM to 3:00 PM. Except for the observed holidays of New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days) and Christmas (2 days). Deliveries on off hours or days will only be accepted with prior approval. Arrangements shall be made with PR Machine Works, Inc. Purchasing Department if needed.
- 2.2 Supplier List-** PR Machine Works, Inc. maintains a list of external providers and the ratings of external providers deemed critical to the quality of products and services provided by PR Machine Works to its customers. New external providers must be approved to be placed on the list and current external providers must maintain a satisfactory rating or risk being replaced. Purchasing shall not place orders with external providers that are not on the External Provider List without authorization from the President/General Manager.
- 2.3 Supplier Approval Process-** PR Machine Works, Inc. utilizes an approval process when considering new external providers. Generally, this process consists of a Quality Assurance System Audit which, in many cases, can be completed as a self survey by the potential external provider. PR Machine Works, Inc. may reserve the right to conduct a facility visit at which time a representative of PR Machine Works, Inc. shall conduct an on-site survey or audit. Companies that have obtained Third Party QMS Certification may be approved without an audit of any kind at the discretion of the President/General Manager. All new external providers will be approved, approved with conditions or disapproved.
- 2.4 Supplier Rating -** PR Machine Works, Inc. monitors the performance of critical external providers. External providers are rated according to their performance on delivery, quality and price. PR Machine Works, Inc. understands that mistakes will occur. An external provider's corrective action efforts shall be considered in their rating. Critical external providers shall be classified by their ratings as:
- A.) Approved –** External Providers in this category will be preferred over external providers in the approved with conditions category.
  - B.) Approved with conditions -** All new external providers are considered approved with conditions until conditions have been met. Approved suppliers that do not perform to expectations may be moved to an approved with conditions status.
  - C.) Disapproved –** A note will be added to the external provider's file within the ERP system and the external provider will be placed on the Disapproved Supplier List. All purchases from this company must be authorized by the President/General Manager and will be suspect to the utmost scrutiny. The external provider must perform corrective action and begin External Provider Approval Process as a new supplier to move back to "Approved" status.
- 2.5 Purchase Orders-** All products and services purchased by PR Machine Works, Inc. must be reflected on a Purchase Order. Purchase orders shall describe the product or service to be rendered including the quantity, a delivery date, the identity of the Purchaser, and a Purchase Order Number. If the purchase is being made for a specific job, then a PR Machine Works Job Number shall appear on the Purchase Order. This Job Number shall be included on the packing slip, product labeling and invoice for the delivered products and/or services. PR Machine Works, Inc. reserves the right to deny acceptance of delivery and payment for such items that do not meet all of this criteria.



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### 3.0 Raw Materials and Value Added Services

**3.1 Bar Stock-** All bar stock purchases must be quoted prior to order. Written quotes must include price and delivery date and terms. The heat code of the material shall be included on the packing slip and invoice. If a PR Machine Works Job Number appears on the Purchase Order, this Job Number shall appear on the packing slip, product labeling and invoice. All certs are to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at the time of shipment and prior to delivery.

**3.2 Forgings-** Forgings are purchased on a contract or long term agreement and are usually scheduled for regular releases. Release dates may need to be adjusted to fulfill customer needs at any time. Due dates of actual deliveries will depend upon arrangements made with PR Machine Works, Inc. Purchasing Department. Material Certificates are required for each shipment unless waived by a statement on the Purchase Order. All certs are to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at the time of shipment and prior to delivery.

**3.3 Castings-** Like forgings, castings are purchased on contract or long term agreements and are usually scheduled for regular releases. Release dates may need to be adjusted to fulfill customer needs at any time. Due dates of actual deliveries will depend upon arrangements made with PR Machine Works, Inc. Purchasing Department. Unless waived by language in the Purchase Order, excess material from parting lines and gates shall be removed by grinding or other effective means. Material Certificates are required for each shipment unless waived by a statement on the Purchase Order. All certs are to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at the time of shipment and prior to delivery.

**3.4 Pre-Cut Blanks-** Material is sometimes ordered to be cut to a specified size and/or shape by sawing, flame, laser cutting or other means. Cut blanks are ordered on a “per Job” basis. Dimensions and tolerances shall be clearly defined in a drawing or on the Purchase Order. Unless waived by language on the purchase order, all edges shall have “slag” removed by grinding or other effective means. The heat code of the material shall be included on the packing slip and invoice. If a PR Machine Works Job Number appears on the Purchase Order, this Job Number shall appear on the packing slip, product labeling and invoice. All certs are to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at the time of shipment and prior to delivery.

**3.5 Heat Treatment and Plating-** External Providers that provide value added service such as plating and heat treatment shall retain all inspection records pertaining to work performed for PR Machine Works, Inc for a minimum of five years. PR Machine Works, Inc. shall be notified before any such records are destroyed. These inspection records shall be available for review at any time. All certs are to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at the time of shipment and prior to delivery.

External providers shall provide a Certificate of Compliance when required by a statement on the Purchase Order. This Certificate shall include the following information:

- A.) Part number,
- B.) Part name,
- C.) PR Machine purchase order number,
- D.) PR Machine job number (if applicable)
- E.) Date(s) that work was performed
- F.) Quantity of lot
- G.) Quantity tested
- H.) Reference to the specification used.

The Certificate of Compliance must be signed and dated by a responsible party. The Certificate of Compliance is to be emailed to [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com) at time of shipment and prior to delivery.



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#### 4.0 Machined Parts

##### 4.1 PPAP Requirements

In general PR Machine Works, Inc. requires external providers to perform a PPAP for new work, revisions to current work, or when the external provider has changed their manufacturing process. Unless waived by language in the Purchase Order all PPAP shall include:

- A.) A Product/Service Warrant (PSW), AIAG or equivalent.
- B.) 2 – 5 sample pieces
- C.) Material Certification on all materials used.
- D.) Lay-out Data on all dimensions and/or characteristics.
- E.) A Drawing numbered to coincide with the Lay-Out Data sheet(s).
- F.) A process flow diagram depicting the manufacturing process.
- G.) Plating and/or heat treatment certifications if applicable.
- H.) All PPAP paperwork to be emailed to QA Manager, [jstrack@prmachineworks.com](mailto:jstrack@prmachineworks.com), at time of shipment and prior to delivery.

**4.2 Inspection Records** – Inspection records pertaining to work performed for PR Machine Works, Inc. shall be maintained for a minimum of five years and available for review at any time. PR Machine Works, Inc. shall be notified before any such records are destroyed.

##### 4.3 Packaging and Delivery

Products or services ordered on contracts or long term arrangements shall be released according to arrangements made with PR Machine Works, Inc. Purchasing Department. Release dates may be adjusted to fulfill customer needs at any time. Products and services ordered on single Purchase Orders shall have a single release date.

All products and services must be protected from damage and deterioration during transit. External providers shall be held responsible for losses due to transit damage or deterioration.

REVISION	DATE	PURPOSE OF REVISION	REVISED BY
<b>ORG.</b>	5/11/07	<i>ORIGINAL MANUAL</i>	<b>J. Waggoner</b>
<b>A</b>	5/12/08	<i>Simplified supplier rating system</i>	<b>J. Waggoner</b>
<b>B</b>	9/25/2017	<i>Updated wording to ISO9001:2015 requirements</i>	<b>J. Strack</b>
<b>C</b>	7/9/2019	<i>Updated Supplier requirements, included emailing all certs and PPAP documentation</i>	<b>J. Strack</b>