Procurement Quality System Requirements

1.0 Scope

1.1 Scope: Implement a process that is the selection of suppliers for products and services to be provided to customers. Consideration is initiated in determining the level of maturity an applicable supplier's QMS may have. Along with this consideration additional supplementary quality requirements may be determined with a purchase order to ensure all customer expectations and international standards are achieved.

2.0 Purpose

2.1 Based on a suppliers rating, which has been determined on a review of documentation provided by the applicable provider, a quality rating (Category Level) is assigned to that supplier. This rating is based on the assessment of the maturity of the suppliers QMS.

2.2 Based on a supplier (Category Level) of their QMS, appropriate controls and requirements are implemented for applicable products and services being purchased to ensure all customer requirements are being addressed

3.0 Requirements

3.1 On each P.O. Appendix A shall be referenced and the applicable (Category) of that specific provider shall be documented. It is the responsibility of the supplier to access the MSM website and review the applicable supplementary quality requirements that address the documentation that matches the category depicted on their P.O. If there are any requirements that they are unable to adhere to they shall notify MSM Quality Department.

3.2 The following are the five categories that suppliers will be rated based on an assessment of their documented QMS. Rated suppliers are those that may provide products, processes, and services that have the potential to affect the planned output of products and that MSM manufacturers and provides for its customers. (Job Related) All other Suppliers that provide goods and services that have no potential effect on the planned output of products that MSM manufactures, (Non-Job Related) shall be non-rated (NR)

3.2.1 Categories

3.2.1.1 Category 1 (AS9100 Certified QMS)

3.2.1.2 Category 2 (ISO9001 Certified QMS)

3.2.1.3 Category 3 (Documented QMS Non-Registered)

3.2.1.4 Category 4 (Documented Inspection/Calibration Process Only)

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3.2.1.5 Category 5 (No Documented Program)

3.2.1.5.1 The documented QMS shall be assessed to ensure that the following criteria is being addressed effectively for the product and/or services that the applicable supplier provides

3.2.1.5.1.1 Training and qualification of personnel

3.2.1.5.1.2 Adequate monitoring and measuring resources, to include taking into consideration the principals of measurement uncertainty

3.2.1.5.1.3 Measurement equipment calibrated and traceable to NIST

3.2.1.5.1.4 A review of customer requirements

3.2.1.5.1.5 Implementation of a controlled Manufacturing Plan

3.2.1.5.1.6 Implementation of a Quality Plan (Receiving, In-Process, Final)

3.2.1.5.1.7 Documented Control Process

3.2.1.5.1.8 Purchasing Process and Appropriate External Providers

3.2.1.5.1.9 Identification, Traceability, and Control of Products

3.2.1.5.1.10 Customer Material (Handling, Storage, Preservation, and packaging)

3.2.1.5.1.11 Non-Conforming Outputs

3.2.1.5.1.12 Records

3.3 It will be the responsibility of the supplier that is providing products and services in accordance to MSM Job-Related purchase orders to provide a C of C (Certificate of Conformance), for each delivery of products and services that certifies that all purchase order requirements have been met to include supplemental quality requirements (Appendix A). The C of C shall include at a minimum P.O. number, description of services/product provided, serial numbers of product (if applicable), and signature of an authorized person representing the supplier.

3.3.1 All suppliers supplying Aerospace Material to MSM shall also clearly state the traceability of parts and/or components being supplied back to their original or authorized manufacture.

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3.4 Category 1, 2, or 3 suppliers shall notify MSM within 5 business days of any changes to their Quality Management System and/or any changes to the status of any certification and/or special process approval.

Revision Table

Revision Number	Revision Description	ECN/PA Number	Revision Date	Revised By
0	Original Release	n/a	10/23/2018	n/a
1	Added section 3.3.1 Added section 3.4	26938	3/2/2018	MW
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