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Jewell Instruments Supplier Quality Requirements (Revised October 4, 2017)

1. PURPOSE

This document specifies minimum quality system requirements for manufactured goods and services purchased to Jewell Instruments part numbers and Jewell Instruments engineering specifications.

2. SCOPE

This document applies to all suppliers of production materials, components, subassemblies, or assemblies purchased on that Purchase Order. If the supplier takes exception to any requirement in this document they shall notify such exception in writing prior to accepting the order. In any case where requirements stated herein conflict with specific requirements in the PO, the purchase documents shall take precedence. Additional requirements to those listed within this document may appear on the Purchase Order.

3. REQUIREMENTS

Level 1

Quality Audits and Source Inspection

Jewell Instruments may conduct quality audits of the supplier's quality system as well as source inspection at the supplier's facility. In addition, a First Article Inspection may be required before receiving approval to produce product. The supplier will provide right of access to support these activities. This right of access extends to the supplier's sources and subcontractors and may include customers of Jewell Instruments.

Corrective Action

Suppliers are expected to take timely corrective action to prevent recurrence of defects and discrepancies. A Supplier Corrective Action may be initiated by Jewell Instruments for defects found in products delivered by the Supplier, delivery issues or other reasons as appropriate.

Jewell Instruments Supplied Items

The supplier shall verify, maintain, and control Jewell Instruments supplied product including material incorporated into purchased goods as well as fixtures, jigs, and test equipment. Any test equipment that requires calibration shall be returned to Jewell Instruments for calibration proactively so as to prevent delay in product delivery. If any supplied material is lost, damaged, or otherwise unsuitable for use it shall be reported to the buyer immediately to prevent delay in product delivery.

Material Handling, Storage, Packaging and Delivery

The supplier shall employ handling and packaging methods, best business practices that prevent damage to or deterioration of the product during processing and subsequent delivery to Jewell Instruments. Devices designated by Jewell Instruments documentation as static sensitive must be properly handled, packaged, and labeled in conformance with appropriate standards such as ANSI/EIA Control standards. The product ordered is expected to be packaged as outlined in any packaging specification cited on the PO.

A certificate of Conformance is required and shall include the Jewell Instruments part number, revision, Purchase Order, manufacturer's name, and authorized representative signature. The supplier shall be able to provide information on the source of supply with details such as serial number, lot numbers, heat numbers, a batch number and/or date code and cure date if applicable.

Product packaging shall be appropriately marked and include the Jewell Instruments Purchase Order, Part Number, and Part Revision.

Level 2

In addition to Level 1 requirement the following Level 2 requirements apply only if specifically called out on the PO.

Supplier Process Change Control (Fit, Form, Function)

Work shall not be moved from the original location of manufacture to another location of manufacture within a production facility or to any other production facility without notification of intent to Jewell Instruments.

Where first article inspection is required, work shall not be moved from the original location where the work was produced at the time of first article inspection acceptances without notification of intent to Jewell Instruments.

No changes shall be made to the design, manufacturing processes, materials or activities that affect fit, form or function. A fit, form or function analysis shall be performed, documented and included with any request for change.

A documented process shall be in place to review, identify and submit a request for change.

A documented request for change shall be submitted to Jewell procurement representative 30 days prior to the planned implementation. The change will not be implemented unless approved by Jewell procurement representative.

Seller shall not deliver products that contain counterfeit items (such as, but not limited to, software, material and electrical/mechanical parts / assemblies). SAE AS5553 provides guidance for counterfeit prevention.

It is recommended that suppliers be members of Government-Industry-Data-Exchange Program (GIDEP) to reduce or eliminate potential realized expenses due to counterfeit, obsolescence or other procurement issues.

All as built documentation identified by the PO must be maintained / saved for 6 years from the date of final payment.