



Vendor Requirements Memo/

Dear Valued Vendor:

Precision Mold & Machining Services, Inc. is implementing a Quality Management System that meets the requirements of AS9100. As a valued partner and a key to our success we are reminding you of the following Precision Mold & Machining Services, Inc. requirements.

In this process, we are required to encourage our vendors to implement a Quality Management System, as appropriate for your organization. Please review these requirements and contact us if you have any questions.

Vendor Requirements:

- As a vendor to Precision Mold & Machining Services, Inc., you are encouraged to implement your own Quality Management System.
- We require that all vendors provide our purchased products and services 100% on-time. On time is defined as 0 days late. Any deviation from this requirement must be authorized by our purchasing department before shipment.
- Use customer-designated or approved vendors, including those used for special processes.
- Notify Precision Mold & Machining Services, Inc. of nonconforming processes, products and/or services. Obtain approval for their disposition.
- Prevent the use of counterfeit parts.
- Notify Precision Mold & Machining Services, Inc. of any changes to processes, products and/or services. This includes changes to your vendors or facility locations. Precision Mold & Machining Services, Inc.'s approval regarding these changes is required.
- Notify your vendors of all applicable requirements as stated on our Purchase Order. The requirements may include, but are not limited to, Precision Mold & Machining Services, Inc., those from our customers, and/or any applicable other requirements.
- Upon request, provide test specimens for design approval, inspection/verification, investigation and/or auditing.
- Unless otherwise notified by Precision Mold & Machining Services, Inc., retain required documents and records for a minimum of seven (7) years, at which time they are to be properly discarded.
- Ensuring your employees are aware of:
 - their contribution to product/service conformity,
 - their contribution to product safety, and
 - the importance of ethical behavior.
- Precision Mold & Machining Services, Inc., its customers, and/or regulatory authorities have right of access, to applicable area(s) of your facility(ies), and to applicable documentation/records, at any level of the supply chain.

If you have any questions or concerns about these requirements, please contact:

Purchasing
Precision Mold & Machining Services, Inc.
13143 E 9 Mile Road
Warren, MI 48089
(586)774-2330