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Supplier Quality Manual
Procurement Standard
Document Number: SQM-001
Rev. A

1.0 Purpose

- 1.1 Establish clear expectations and requirements of quality standards for any supplier that provides products to JTD Enterprises.

2.0 Scope

- 2.1 This document defines JTD's supplier qualification requirements for suppliers who provide material that are used in a JTD manufactured product.

3.0 Supplier Responsibility

- 3.1 Suppliers are required to have a quality management system that is compliant with any one of the following:
 - a) ISO 9001 (latest revision)
 - b) AS 9100 (latest revision)
 - c) ISO 13485 (latest revision)
 - d) ISO/TS 16049 (latest revision)
 - e) JTD approved equivalent
- 3.2 In the case where a formal QMS is not in place, due to size or lack of complexity of the ordered activities, a survey and/or audit may be performed to evaluate the suppliers' operations.

4.0 Definitions

- 4.1 Purchase Order: Document used to order material or services under specific delivery conditions, specifications, and quantities.
- 4.2 Drawings and Specifications: Detailed document that provides description or assessment of requirements, dimensions, materials, etc.
- 4.3 Certificate of Compliance: Document used to state that all applicable Purchase Order, Drawings and specification requirements have been met.
- 4.4 Non-Conformance: A failure / defect between supplied products and/or services verses drawings and specifications.
- 4.5 Deviation/Waiver: Document used to request acceptance to a non-conformance.
- 4.6 Disposition: Final settlement of a non-conformance, (i.e., Rework, Use As-Is, Repair, etc.).
- 4.7 Rework: A disposition in which it is feasible to correct the non-conformance to meet the original quality or contractual requirements. Where a repetitive problem is identified, a documented instruction shall be created to perform the rework.
- 4.8 Use As Is: A disposition that does not affect safety, performance, interchangeability, or reliability. Such material is good material.
- 4.9 Repair: A planned process that returns the material to a predetermined condition but does not fully meet the original quality or contractual requirements.
- 4.10 First Article Inspection: A design verification and design history file and a formal method of providing a reported measurement for a given manufacturing process.

5.0 Requirements

- 5.1 Quality Management System (QMS):
 - 5.1.1 QMS consistent with the requirements of 3.1 of this document.



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- 5.1.2 The supplier shall, when reasonably requested by JTD, make available all the quality manual, procedures and records related to the QMS for review.
- 5.1.3 The supplier shall adequately establish and maintain control the processes related to the product supplied to JTD.
 - 5.1.3.1 JTD's expectation of the supplier is all material meet the JTD supplied specifications with zero nonconformities.
 - 5.1.3.2 JTD shall measure the effectiveness of the quality program by the receipt history of the supplier's conformance to requirements.

5.2 On-Site Audits and Inspections

- 5.2.1 JTD upon reasonable request shall conduct an audit of the suppliers QMS. Audit may be conducted onsite or via remote access. Audit shall consist of any procedures or records related to JTD's product. JTD may perform onsite source inspection for any products supplied as a condition of the purchase if noted on the purchase order.
- 5.2.2 Planning (JTD Custom Pats Only):
 - 5.2.2.1 The supplier shall establish an ongoing control plan that identifies the product realization methods. The method of documenting the control plan shall be defined by the supplier. At a minimum, the control plan shall contain the following:
 - 5.2.2.1.1 JTD part number, description, and revision
 - 5.2.2.1.2 Operation name and description
 - 5.2.2.1.3 Key characteristics to be controlled
 - 5.2.2.1.4 Inspection stages and method within the process
 - 5.2.2.1.5 If sampling inspection is used, the sample size and frequency.
 - 5.2.2.1.6 Reaction plan if an out-of-control condition occurs.
 - 5.2.2.2 The supplier shall establish an ongoing inspection plan that identifies the product in-process and/or final inspection methods. At a minimum, the inspection plan shall contain the following
 - 5.2.2.2.1 JTD part number, description, and revision
 - 5.2.2.2.2 Critical to Quality (CTQ) inspection points
 - 5.2.2.2.3 Sampling Inspection method i.e., AQL
- 5.2.3 Design and Document Control:
 - 5.2.3.1 All documentation and property that has been supplied is deemed the property of JTD and is considered proprietary and confidential. This may include:
 - 5.2.3.1.1 Engineering Documents
 - 5.2.3.1.2 Bills of Materials (BOM)
 - 5.2.3.1.3 Test Procedures
 - 5.2.3.1.4 Fixtures



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5.2.3.2 Any proposed changes by the supplier pertaining to JTD's documents, must be submitted in writing to JTD for review and written approval prior to the implementation of the change.

5.2.4 Process Changes:

5.2.4.1 The supplier shall notify JTD if any substantive changes are made to the process and may directly affect the supplied materials.

5.2.4.2 Substantive process changes, at the request of JTD, may require a First Article Inspection Report (FAIR).

5.2.5 First Article:

5.2.5.1 When indicated on the purchase order, the supplier shall submit a first piece sample(s) First Article Inspection for review and verification by JTD. First Article samples must be produced utilizing production tooling and in the production environment.

NOTE: samples shall not waive Supplier's obligation to make deliveries in conformance with the requirements, applicable drawings, and specifications.

5.2.6 Reports:

5.2.6.1 First Article Inspection Reports (FAIR) shall be provided to JTD demonstrating compliance with the requirements of the purchase order and all referenced documents. The FAIR shall contain a list of measurement equipment used to qualify and complete the report.

5.2.6.2 Where first articles are required, the FAIR shall be submitted to JTD for verification and disposition (approval or disapproval) prior to the delivery of products to JTD by the supplier.

5.2.7 Material Delivery

5.2.7.1 Supplier shall package material in such a manner as to prevent damage during shipping.

5.2.7.2 On-Time Delivery

5.2.7.2.1 Supplier shall be considered on time under the following conditions:

5.2.7.2.1.1 Material received five (5) days early or zero (0) days after the specified and agreed upon delivery date.

5.2.7.2.1.2 Line items shipped without backorder.

5.2.8 Traceability

5.2.8.1 The supplier shall be able to provide full traceability on all materials delivered to JTD and shall be able to be traced to all raw materials back to the original manufacturer, as well as through the supplier's inspection and production records.

5.2.8.2 Certificates of Compliance (C of C)

5.2.8.2.1 Every shipment of product shall be accompanied by a C of C which includes but not limited to the following:



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5.2.8.2.1.1 Statement of compliance to the JTD Drawing(s), procedure(s), and/or Specification

5.2.8.2.1.2 Date of issue

5.2.8.2.1.3 Part number, Description and Revision

5.2.8.2.1.4 Traceability Number, Serial Number, Batch or Lot Number, Date Code, etc.

5.2.8.2.1.5 PO Number and Quantity

5.2.9 Product Retention

5.2.9.1 Supplier shall maintain one (1) sample from each production lot and provide to JTD if requested. Molded parts require one sample from each cavity per lot shall be maintained.

5.2.9.1.1 Sample shall be maintained for a minimum period of one (1) year.

5.2.10 Nonconformance:

5.2.10.1 JTD may reject any item, or a complete lot shipment delivered that does not conform to the established requirements and specifications. Supplier will be notified of the rejection. Items returned to the supplier shall be at the supplier's expense.

5.2.11 Notification

5.2.11.1 The supplier shall notify JTD immediately of any potential nonconformance that may be present prior to the material receive by JTD.

5.2.11.2 The supplier shall have a method in place to segregate the potential nonconforming material.

5.2.11.3 Rework or Repair as a disposition of the nonconforming material must be approved by JTD. Supplier shall submit a deviation request for any items designated to be reworked or repaired. JTD approval is required prior to the delivery of the reworked or repaired product.

5.2.12 Corrective Action Request:

5.2.12.1 In the event JTD identifies nonconforming material found at any stage of the process within JTD a supplier corrective action (SCAR) may be requested. The supplier must provide JTD with a response within 15 business days containing at a minimum the following:

5.2.12.1.1 Containment Plan

5.2.12.1.2 Root Cause analysis

5.2.12.1.3 Corrective Action Plan

5.2.12.1.4 Verification of the effectiveness of the corrective action

5.2.12.2 All submitted corrective action responses are subject to the approval of JTD.

5.3 Records:



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- 5.3.1 The supplier shall identify and conduct inspections during the product processing for conformance to JTD requirements. The supplier shall maintain records as evidence of inspection and/or testing conducted.
- 5.3.2 Retention of the records, unless otherwise specified on the PO shall be retained for a minimum of five (5) years after deliver to JTD. In the event the supplier does not have the means to store the records as defined in this document, the supplier shall notify JTD of their limitations. Record retention requirements may be modified by JTD.
 - 5.3.2.1 Supplier shall ensure records are stored in such a manner as no damage may occur.
 - 5.3.2.2 Records shall be provided to JD whenever requested.

| Revision | Date | Change(s) | Approved by | Date |
|----------|------------|-----------------|--------------|------------|
| A | 01/06/2023 | Initial Release | M. Blossfeld | 01/18/2023 |