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1. PURPOSE:

- 1.1 The purpose of this procedure is to establish the minimum requirements that Approved External Providers must meet in order for JG Plastics Group, LLC to use their product and/or services and to establish the procedure for the notification of the External Providers regarding these specifications.

2. SCOPE:

- 2.1 This procedure applies to all External Providers for products and/or services for JG Plastics Group, LLC that have an effect in the quality of our company products.

3. RESPONSIBILITY:

- 3.1 Every approved External Provider of product and/or service that goes into manufacturing, Packaging and labeling of product being sold by JG Plastics Group, LLC must comply with these requirements. The purchasing agent for JG Plastics or designee is responsible to make these requirements available to every existing Approved External Provider once (1) every year by electronic or any other means. The Purchasing person or designee is responsible to provide a copy to all new approved External Providers.

4. DEFINITIONS:

- 4.1 Counterfeit Parts: An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer. Examples of a counterfeit part can include, but not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.
- 4.2 Critical Items: Those items (e.g., functions, parts, software, characteristics, processes) having significant effect on the provision and use of the products and services; including safety, performance, form, fit, function, producibility, service life, etc.; that require specific actions to ensure they are adequately managed. Examples of critical items include safety critical items, fracture critical items, mission critical items and key characteristics.
- 4.3 Key Characteristics: An attribute or feature whose variation has a significant effect on product fit, form, function, performance, service life, or producibility, that requires specific actions for the purpose of controlling variation.
- 4.4 Product Safety: The state in which a product is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.
- 4.5 Special Requirements: Those requirements identified by the customer, or determined by the organization, which have high risks of not being met, thus requiring their inclusion in the operational risk management process. Factors used in the determination of special requirements include product or process complexity, past experience, and product or process maturity. Examples of special requirements include performance requirements imposed by the customer that are at the limit of the industry's capability, or requirements determined by the organization to be at the limit of its technical or process capabilities.

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5. PROCEDURE:

EXTERNAL PROVIDER QUALITY SYSTEM REQUIREMENTS

5.1 Quality Assurance Requirements:

5.1.1 The External Provider shall have a Quality Management System (QMS) in accordance with the requirements of MIL-Q-9858 & MIL-I-45208 as a minimum but ISO 9001:2015/AS9100D is preferred.

5.2 Certificate of Conformance:

5.2.1 A Certificate of Conformance (C of C) stating all materials, parts, processes and services used in the manufacture meet the purchase order requirements and that substantiating certificates are on file. Included in that certification, a statement that the items are in compliance with WEEE and ROHS regulations is required. Age control per 5.10 will be documented on the COC.

5.3 Limited Shelf Life Items: (Age Control)

5.3.1 The External Provider shall identify each item, package, or container with the manufacturing date and shelf life expiration date. Rubber products shall be identified as to cure and mold date. In no case shall material be supplied with more than 20% of its useful life has expired.

5.4 Packaging:

5.4.1 Unless specified on the purchase order, the External Provider shall package material in a manner that will ensure protection against deterioration and physical damage during shipment to JG Plastics Group, LLC. Bulk packaging may only be used when component lead integrity is maintained, and material is protected against damage.

5.5 Identification:

5.5.1 External Providers shall be responsible for legibly and permanently identifying each part with the following information:

5.5.1.1 Rubber cure date (cure date required) –External Providers shipper and /or packing sheet must specify curing date. Packages and containers (and parts when required by JG Plastics Group, LLC drawing call out) must be marked with curing date, as applicable. Cure date age at time of receipt by the Buyer shall not exceed two (2) quarters of the part’s expiration cycle. Rubber material or parts not having sufficient space for marking will be identified by a tag, bearing the cure date and attached to the part or part container.

5.5.1.2 Materials with a limited shelf life shall reflect the manufacturing (Cure Date) and expiration date on the container (e.g. epoxies, paint, etc.).

5.5.1.3 Purchase order number, gage, cure date, Military Specification and where applicable, the JG Plastics Group, LLC part number.

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5.6 Nonconforming Material:

5.6.1 Use of nonconforming material(s) by the External Provider, which do not completely conform to all drawings and specifications, both electrical and mechanical, or other contractual requirements, key characteristics, product safety or special requirements which cannot be reprocessed to achieve such conformance, shall not be used without written approval from JG Plastics Group, LLC.

5.7 FOD / Foreign Object Debris – Foreign Object damage

5.7.1 The External Provider shall ensure that Foreign Objects and subsequent Foreign Object Debris (FOD) is eliminated from all parts/material prior to shipment.

5.7.2 A program in compliance with NAS 412 and AS9146 that will meet the JGP requirements.

5.7.3 Potential FOD includes but not limited to burrs, chips, dirt, corrosion, and contamination resulting from the manufacturing, assembly, maintenance, processing, cleaning, storage and subsequent packaging of parts.

5.7.4 Providers shall package material in a manner that will ensure protection against deterioration and physical damage during shipment to JG Plastics Group, LLC. Bulk packaging may only be used when component lead integrity is maintained, and material is protected against damage.

5.7.5 Provides are required to maintain a FOD prevention program, which includes preventions and elimination of FOD from the manufacturing processes and work area.

5.7.6 For additional information regarding FOD prevention, refer to National Aerospace Standard NAS412, "Foreign Object Damage/Foreign Object Debris (FOD) Preventions" and AS9146 "Foreign Object Damage Prevention Program".

5.8 Terms of Acceptance:

5.8.1 By acceptance of the purchase order, the External Provider warrants that all supplies furnished under this purchase order shall:

5.8.1.1 Be free from defects in material and workmanship.

5.8.1.2 Conform to all applicable specifications, drawings, parts list Bill of Materials (BOM) relevant samples and or descriptions referenced in the purchase order.

5.8.1.3 Be free from defects in design.

5.8.1.4 Be new and not salvaged, refurbished or reconditioned.

5.8.1.5 Be free from Counterfeit parts, raw material or components.

5.8.1.6 Be free of any FOD- Foreign object debris or Damage.

5.9 Record Retention and Storage:

5.9.1 The External Provider shall maintain on file at their facility, all inspection, test records and any applicable documents. The documents shall be controlled and protected. The documents shall be retained for a minimum of TEN (10) years after delivery of the last item purchased. All documents shall be available for review any time by JG Plastics Group, LLC or any of their customers.

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5.10 Counterfeit Risk Mitigation:

5.10.1 The External Provider shall document and implement a standard counterfeit mitigation process compliant with AS 55553. External providers shall purchase material directly from original equipment manufacturers, original component manufacturers or their authorized distributors.

5.11 External Providers Control:

5.11.1 All External Providers procured supplies / services which become a part of the item(s) delivered in accordance with the purchase order shall conform to drawing(s) and specification(s) requirements. The External Providers system shall assure purchase order flow-down of applicable quality and technical requirements, External Provider capability to produce items and adequate methods of assuring compliance. External Providers shall be required to flow-down and verify requirements of supplies / services they subcontract.

5.12 Changes Affecting Product:

5.12.1 No changes will be made to any design, material, part, process, procedure, tooling or test equipment; nor shall they be altered, redesigned or replaced by any other design, material, part, process, procedure, tooling or test equipment, without prior written approval of JG Plastics Group, LLC or their customer. The definition of change does not include the following: editorial or administrative changes such as spelling or typographical errors, clarifications, personnel, maintenance, or equipment changes not affecting the qualified product. In addition, the terms shall not be produced at a facility other than the External Providers original facility which produced the acceptable item(s) without written approval of JG Plastics purchasing. Upon receipt of such notice from the External Provider, JG Plastics purchasing shall have the right to direct the External Provider to repeat all or part of the qualification at the External Providers expense and to obtain from the External Provider all data necessary to prove the acceptability of the proposed change. Notwithstanding the provisions, External Provider agrees that all items to be supplied hereunder will conform to all applicable procurement specifications and drawings, as amended.

5.13 Right of Access:

5.13.1 Authorized Representatives, JG Plastics Group, LLC customers and/or regulatory agencies may enter External Providers facility and their External Providers facilities at all reasonable times for review of all applicable records and/or to conduct preliminary inspections and test of the products and work in progress (Source Inspection if required).

5.13.2 The Buyer of anyone designated by the Buyer, including government agencies, shall have access to all applicable areas of External Providers facilities. This includes External Providers at any level of supply chain involved in the order and to all applicable documented information. This right shall also extend to the sub-tier External Providers.

5.14 Confidentiality:

5.14.1 All drawings and Specifications supplied to the External Providers by JG Plastics Group, LLC are considered confidential and are for External Providers use only. External Providers are required to obtain written authorization from JG Plastics Group, LLC to release copies.

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5.15 Material Review Board Authority:

5.15.1 External Providers material review board (MRB) authority is not authorized in these purchase orders.

5.16 External Provider Awareness

5.16.1 All External Providers of products and/or services shall ensure that the persons doing work under their control is aware of:

5.16.1.1 Their contribution to product or service conformity. If you have any question regarding how your company affects product or service, you should contact JG Plastics Purchasing contact person.

5.16.1.2 Their contribution to product safety.

5.16.1.3 The importance of ethical behavior. We select suppliers in part because they demonstrate high standards of ethics and business conduct. We expect our suppliers to comply with all laws and regulations, follow our Standards of Business Conduct or their own code of ethical conduct, respect human rights and promptly report suspected or actual violations of appropriate business conduct to JG Plastics Group, LLC Management. Our suppliers are encouraged – and may be required in accordance with U.S. Federal Procurement Regulations – to:

5.16.1.3.1 Implement and maintain a written code of business ethics and conduct.

5.16.1.3.2 Establish a business ethics and conduct training program for employees.

5.16.1.3.3 Maintain an internal control system to facilitate timely discovery and disclosure of improper conduct, and ensure corrective measures are promptly instituted.

5.16.1.3.4 Create channels for employees to ask questions or report actual or suspected violations of law, regulation or the suppliers' code of business ethics and conduct, or the JG Plastics Group, LLC Standards of Business Conduct is committed to ensuring that we uphold fundamental human rights and believe that all human beings around the world should be treated with dignity, fairness and respect. Our company will only engage suppliers who demonstrate a serious commitment to the health and safety of their workers and operate in compliance with human rights laws.

5.16.1.4 This means that JG Plastics:

5.16.1.4.1 Does not use or condone the use of child or slave labor or human trafficking.

5.16.1.4.2 Denounces any degrading treatment of individuals or unsafe working conditions.

5.16.1.4.3 Supports our products being free of conflict minerals.

5.17 Application of acceptance authority media (AAM)

5.17.1 All External Providers of products and/or services shall comply with the AS/EN/JISQ 9100 requirements and FAA 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. External Providers shall within its organization and its supply chain, ensure the use of AAM is clearly defined within its Quality Management System or internal code of business ethics and Conduct.

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5.17.2 All External Providers shall upon request be able to demonstrate evidence of communicating this requirement to its employees and to its supply chain; use of Acceptance Authority Media must be considered as a personal warranty of compliance and conformity. All External Providers shall maintain compliance to the AAM requirements by assessing its process and supply chain as parts of its internal audit activities. The areas of focus of this assessment shall include but not limited to:

- 5.17.2.1 Authority Media Application Errors (i.e., Omission, Typos, Legibility, etc.)
- 5.17.2.2 Authority Media Application Untimely Use (i.e., Documentation is not completed as planned, "Stamp/Sign as you go, etc.)
- 5.17.2.3 Authority Media Application Misrepresentation (i.e., uncertified personnel, Falsification of documentation, work not performed as planned, etc.)
- 5.17.2.4 Authority Media Application Training Deficiencies (i.e., Ethics, Culture awareness, Proper Use of authority media, etc.)

6. FORMS AND RECORDS:

6.1 None

7. ATTACHMENTS:

7.1 None

8. RELATED DOCUMENTS:

8.1 QSP 8.4 Externally Provided Processes, Products and Services

9. REFERENCES:

- 9.1 SAE AS9100D Standard
- 9.2 ISO 9001:2015 Standard

REVISION HISTORY				
LTR	DESCRIPTION	ORIGINATOR	RELEASED BY	RELEASE DATE
A	ECN 344	Hilda Britain	C. Urban	3/10/17
B	ECN 537	Hilda Britain	C. Urban	11/15/17
C	ECN 980	T. Conway	L. Flores	04/19/22