 Quality Engineering Purchase Order Review	Effective Date 01/22/14	PB 107:00	
	Page 1 of 4	Rev G	DCF # 125

1.0 PURPOSE

- 1.1 To ensure the conformity of products purchased from suppliers, including product from sources defined by the customer meet specified Circor Aerospace Inc., (CAI), customer and other requirements called out in Buyer Notepad (a section within JDE)
- 1.2 To ensure adequate requirements are detailed on Purchase Orders (PO) that meet CAI, customer, Government and regulatory agency specifications for specification parts / hardware.
- 1.3 To ensure proper assignment of P.O. Quality Clauses (CP6-1.F-01).

2.0 SCOPE

This Process Bulletin (PB) covers P.O's submitted to Quality Engineering (QE) for review and approval when required by contract, specifications or written instructions by QE.

3.0 DEFINITIONS / ACRONYMS

Buyer: A person performing buying or procurement functions regardless of actual job title or description.

Special Process: An operation not readily conductive to being inspected subsequent to its conclusion. They have verifiable controls inherent to the process (i.e. heat treat, plating, non-destructive testing, etc.).


Build to Print: Those products specifically designed for a specific product(s) defined by customer specifications or equivalent control documents or processed to those specifications.

Approved Supplier: An entity listed on the Approved Supplier List (ASL).

Flysheet: A document containing a tailored set of Procurement Quality Requirements defined for a specific part or material commodity, and when used, the P.O may / may not require additional "Q" clauses be assigned.

4.0 RESPONSIBILITIES

- 4.1 For build to print parts and applicable outside processing of parts, Production Control is responsible for adding a reference to this PB on all PO requisitions (the words "PB 107:00 applies").
- 4.2 Purchasing shall comply with requirements called out in 2.0 of this document.
- 4.3 QE is responsible for reviewing PO's submitted to them and provide purchasing with indication of accept and/ or need for corrections.


	Quality Engineering Purchase Order Review	Effective Date 01/22/14	PB 107:00	
		Page 2 of 4	Rev G	DCF # 125

5.0 PROCEDURE

- 5.1. Purchasing will include on the PO all relevant specifications and their current revisions, all requirements for design, test, examination, inspection and related instructions for acceptance by CAI upon completion of the PO.
- 5.2. Purchasing shall forward a Buyer-signed PO, relevant drawing(s) and other supporting documentation that will be provided to the supplier and a PO Checklist (CP 6-1.F04) not a reference form to the QE reviewer for review and approval.
- 5.3. Purchasing shall permanently maintain and have access to a copy of all QE approved purchase orders (and the PO Checklist for that PO) for traceability (either on-line or manually).

6.0 QUALITY ENGINEERING

- 6.1 A QE shall review the PO to ensure the adequacy of specified purchase requirements prior to their communication to the supplier, P.O's will be reviewed for the following:
 - A) Requirements stated in CP 6-1 (Purchasing Process) are met.
 - B) PO is issued to an approved supplier or distributor, as listed on the ASL which is located on the company intranet.
 - C) PO part number and the BOM part number match.
 - D) Where traceability is a requirement, unique identification (such as serial numbers) shall be identified.
 - E) Applicable issues of drawings and specifications are specified to ensure that relevant versions of applicable documents are available at point of use.
 - F) For items procured under CAI's part numbers, the engineering drawing(s) are listed with the change order number and revision letter of each.
 - G) Necessary documentation, certification, test reports, statistical records, inspections, etc. for acceptance by CAI are specified (i.e. mill certification for Goodrich parts to show EU approval)
 - H) When special processing is to be performed by the supplier, the process is approved by our customer for build to print parts or by CAI (as noted on our ASL) and by Nadcap when required (always for NDT). When special processing is to be subcontracted by the supplier, the supplier is to use only our customer and CAI approved processors listed on the ASL when specified on the purchase order (see Q Clause 18).

	Quality Engineering Purchase Order Review	Effective Date 01/22/14	PB 107:00	
		Page 3 of 4	Rev G	DCF # 125

K) When a supplier is being furnished material at no cost including tooling, the PO will state in the description area the part number / tool number and quantity (include the percent of scrap allowance for raw material / parts).

L) Source inspection location is identified per customer / Government requirements

M) Statement that certifications of critical processes are traceable by serial number (including 100% inspection and critical characteristic variable data such as actual hardness or conductivity values by serial number).

N) Record retention times for extended retention period items such as critical / process sensitive and flight safety items are flowed down. Additionally, retention periods are addressed in "Q" clause Q25 and listed on CP6-1.F-01.

O) Nondestructive Test (NDT) operations must include inspection process and acceptance criteria for that process and the relevant document revision letter for both.

P) Flysheet or Quality Clauses are specified per CP6-1.F-01.

Q) A completed P.O. Checklist (CP6-1.F04) has been completed, signed by the Buyer and is provided for QE review.

6.2 The QE shall return the PO without approval to the relevant Buyer for correction if all necessary requirements or restrictions to make the part or to perform a process on the part are not specified on the PO or are found to be incorrect,

6.3 When the PO is acceptable, the QE reviewer shall signify approval by signing (or stamping) and dating the PO (circling applicable QA clauses when not pre-printed on the PO) and then returning all documentation provided to the Buyer for further processing.

7.0 REFERENCES

7.1 Parent Documents

AS 9100C	Quality Systems-Aerospace- Model for Quality Assurance in Design, Development, Production, Installation and Servicing
CM-01	Quality System Manual
CP 6-1	Purchasing Process
CP 6-2	Supplier Controls and Verification



**Quality Engineering
Purchase Order Review**

**Effective Date
01/22/14**

PB 107:00

Page 4 of 4

Rev G

DCF # 125

8.0 REVISION LOG

REV LTR	PAGE (S)	DESCRIPTION	DATE	BY	APPR
N/C	All	INITIAL RELEASE	04/17/89	BW	RLB
A	All	General Revisions	04/22/91	MH	RLB
B	All	General Revisions	11/24/92	JG	MH
C	1&2	Para 5.1 added "for Circle Seal-----purchased parts" Para 6.1 Omitted words "TR cards & added purchase----only" Para 7.1.9 Changed PB to MPB Para 7.1.11 Omitted words PB 48:00	08/27/97	MP	MH
D	All	Reactivated procedure	01/04/06	TSK	JG*
E	All	Deleted ECO #. Converted from Circle Seal to Circor Aerospace. Removed remaining references to TR cards. Merged Loud Engineering and Circle Seal process requirements. Added AS9100 requirements / references. Removed Contracts requirements. Changed specification hardware to build to print parts throughout PB.	1-08-10	DB	JG*
F	6.1	Limited QA review of purchase orders to specific instances instead of all purchase orders.			
F	6.1	Added Nadcap requirement for special processes P) Added form PB 107 F-01	12-03-13	JG	DM*
G	All	Revised to reflect today's approach for SQE review of P.O's	12-13-13	PS	SA