

DEPARTMENT: PROCUREMENT	Doc. No.: Q 107.4
TITLE: PURCHASING	Date Issued: 10/01/2003 Date Revised: 04/05/2021

Purpose: To assure that all Howmet, Washington Forming Operations (Howmet, WASHINGTON FORMING OPERATIONS) product purchases are in compliance with ISO and AS International Standard requirements and that purchased products conform to specified customer purchase requirements.

Scope: Quality, safety, and environmental management systems for Howmet, Washington Forming Operations. This includes but not limited to ISO 9001/ AS9100 Standards.

Reference Documents

AS 9100	International Aerospace Standard
ISO 9001	Quality Management Systems
8.4.3	Flow Down of Customer Quality System Requirements
QA-001AFI	Process Specification for DPD Standard Practice
ADM P150-004	Records Management
ADM P150-005	Document Control
ADM P150-019	Risk Based Supplier Evaluation Classification & Approval
ADM P150-020	Management of Approved Suppliers List
ADM P150-021	Counterfeit Parts and Material
ADM P160-235	Outside Conversion (OSP) Shipping and Receiving
ADM P160-258	Raw Material Purchasing
ADM P180-293	Receiving and Controlling Black sheet, Inventory and Goods
FORM 1004	Approved Suppliers List
FORM 107.4B	Supplier Quality Survey
FORM Q107.4A	Material Supplier Assessment
FORM Q107.4B	Service Supplier Assessment

1. Purchasing Information

- 1.1. The purchase order shall describe the product to be purchased including where appropriate:
 - a) The requirements for approval of product, procedures, material certifications, processes and equipment
 - b) The requirements for qualification of personnel
 - c) Quality Management System requirements
 - d) The name or other positive identification and applicable issue of specifications, drawings, process requirements inspection instructions and other relevant technical data
 - e) Requirements for test specimens for design approval, inspection, testing or auditing
 - f) Requirements for design, test, examination, inspection and related instructions for acceptance by any Howmet location.
 - g) Requirements relative to supplier notification to the organization of nonconforming product and arrangements for organization approval for nonconforming material
 - h) Requirements for the supplier to notify the organization of changes in product and/or process definition, and, where required, obtain organizational approval

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- i) Right of access by the organization, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records
- j) HOWMET, WASHINGTON FORMING OPERATIONS shall flow down to the suppliers all applicable customer requirements per the 8.4.3 codes.
- k) Record Retention: Per P.O.'s "Q-code 01 #3, The following statement must be on P.O.'s "Supplier shall retain purchaser's records a minimum of 10 years unless part(s) are Flight Critical (Specified on Engineering or on P/O), then retention is 40 years."
- l) HOWMET, WASHINGTON FORMING OPERATIONS only purchases material from approved domestic suppliers, per ADM P150-020 Management of the Approved Suppliers List. All materials are produced in accordance with customer applicable requirements and specifications.

2. Purchasing Process

- 2.1. Howmet, WASHINGTON FORMING OPERATIONS Purchasing, Operations, Process Engineering and Quality shall be responsible for the adequacy of the purchasing documents and shall ensure that purchased product conforms to specified purchase requirements.
 - 2.1.1. Mobile Equipment: Mobile equipment that is purchased, leased, or rented must comply with the Howmet EHS standard Prior to PO creation, approval from one of the following is required: Mobile Equipment SPA, EHS Manager, General Manager, or EHS representative.
 - 2.1.2. Special Processes: Before any purchase is made for items affecting special processes (Heat Treat, NDT, Chemical Processing, MTL, etc.) the owner of the process shall be consulted to ensure conformance to applicable specifications and customer requirements. If purchase is for PPE or Safety then the EHS Manager needs to be involved.
 - 2.1.3. "Cranes which are newly purchased or undergo extensive renovation affecting capacity must comply with Howmet Crane Safety Standard EHS STD "
- 2.2. The type and extent of control applied to the supplier and purchased product shall be dependent upon the effect of the subsequent product realization or final product. The list of approved suppliers; type and extent shall be documented on the Approved Suppliers List located on the local portal.
- 2.3. HOWMET, WASHINGTON FORMING OPERATIONS shall be responsible for the quality of all products purchased from suppliers, including customer-designated sources.
- 2.4. Where required, Howmet, WASHINGTON FORMING OPERATIONS and all subcontractors shall use customer-approved suppliers and/or special process sources. Howmet, WASHINGTON FORMING OPERATIONS will ensure the adequacy of specified purchase requirements prior to their communication to the supplier.
- 2.5. Howmet, WASHINGTON FORMING OPERATIONS shall evaluate and select suppliers based on their ability to consistently supply product and services in accordance with Howmet, WASHINGTON FORMING OPERATIONS requirements, the International Aerospace Standard (AS9100), and customer requirements. The criteria for selection

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evaluation and re-evaluation shall be per ADM P150-019. Measures taken to avoid the introduction of counterfeit material and parts are governed by ADM P150-021.

- 2.6. Records of the results of the evaluations and any necessary actions arising from the evaluation shall be maintained.
- 2.7. Where Howmet, WASHINGTON FORMING OPERATIONS delegates verification activities to the supplier, the requirements for delegation will be defined.

3. Flow Down of Requirements

- 3.1. The Howmet, WASHINGTON FORMING OPERATIONS purchase specification and/or purchase order shall clearly describe any critical characteristics, and requirements for these characteristics. In the case of purchased conversion services the conversion purchase order or conversion release will be clearly defined.
- 3.2. Quality system requirements for suppliers shall be verified to the extent necessary prior to approval of the supplier.
- 3.3. By accepting a purchase order the supplier/contractor is indicating that all included requirements are accepted.
- 3.4. Flow Down will require initial notification to supplier of individual equipment requirements, including any necessary procedural and customer requirements. Flow Down will also require notification to supplier of any equipment that is Modified/upgraded/purchased, and any necessary requirements therein.

4. Supplier Monitoring & Maintenance

- 4.1. Performance on the top 5 suppliers (OSP and Raw Material) will be evaluated via a supplier scorecard kept by Supplier Quality or designee on a routine basis. Overall supplier performance will be measured via scorecard, to include overall performance on the top 5 suppliers.
- 4.2. Scorecards will be drive by Suppliers OTIF & Quality percentage (95% - 100% = satisfactory) and will contain the following measurement factors at a minimum:
 - Quantity Received
 - Quantity of Material Rejected
 - % Vendor Quality
 - % On Time in Full (OTIF)
- 4.3. When Supplier Quality or designee is notified of any quality and/or delivery issues a review of the supplier's history will determine action (if any) to be taken which includes but is not limited to the following:
 - a) Initiating corrective action
 - b) Removal of supplier self- release status
 - c) Closer monitoring of supplier for a certain period of time to ensure non-conformances are not recurring.
 - d) If it is determined the supplier cannot retain an acceptable performance level, Senior management (Quality Manager, Procurement Manager and Plant manager) shall be advised, so a decision on the removal of the supplier from the ASL can be rendered

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4.4. Calibration services performed by suppliers shall be monitored in accordance with Q-107.6AFI requirements.

5. Approved Supplier List (ASL) Supplier Evaluation, Classification and Approval

5.1. Approved supplier List requirements are managed per ADM P150-020

6. Receiving Inspection

6.1. Receiving inspection is done in accordance with AMD P180-293, Receiving and Controlling Black sheet, Inventory and Goods.

7. Verification

- 7.1. Howmet, WASHINGTON FORMING OPERATIONS shall establish, implement and maintain the inspection or other activities for ensuring the purchased product meet specified purchase requirements.
- 7.2. Howmet, WASHINGTON FORMING OPERATIONS may inspect and/or conduct an audit at the supplier's premises, review the required documentation, inspect the product upon receipt or delegate the verification to the supplier. Where delegated, a supplier inspection, test or certificate of conformance report shall be required. When Howmet, WASHINGTON FORMING OPERATIONS or its customer intends to perform verification at the supplier's premises, Howmet, WASHINGTON FORMING OPERATIONS will state the intended verification arrangements and method of product release in the purchasing information.
- 7.3. Verification by the customer shall not be used by Howmet, WASHINGTON FORMING OPERATIONS as evidence of effective control by the supplier and shall not absolve Howmet, WASHINGTON FORMING OPERATIONS of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.
- 7.4. Where specified in the contract, the customer or the customer's representative shall be afforded the right to verify at Howmet, WASHINGTON FORMING OPERATIONS's premises and at the premises of the company to whom Howmet, WASHINGTON FORMING OPERATIONS subcontracts in order to assure conformity.
- 7.5. Purchased product shall not be used until it has been released by Quality or Department Supervisor as conforming product.
- 7.6. Where test reports are the basis of material release, the data in the test report shall be in accordance with the applicable purchase specification, if it is not contact supplier for further verification if material is conforming to P/O provided.

8. Instructions to request tooling which needs calibration (excluding items exceeding \$10,000 in cost, since those already require additional scrutiny):

- 8.1. If someone requests a tool which fits a category of tooling already evaluated by Quality and there is a folder for that tool type on the network at: J:\Calibration\Tool Manuals and Evaluation\
- 8.2. Then use the comments in that folder's file(s) to select which item to order for the requester. If there is no such file or folder, yet the item will be requiring subsequent

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calibration, consult with the Calibration Coordinator on how to proceed on tooling selection.

9. Purchasing of Raw Material

9.1. Raw Material is purchased in accordance with ADM P160-258, Raw Material Purchasing.


10. Prevention of Counterfeit Parts

10.1. Counterfeit Parts and Material Prevention are managed in accordance with ADM P150-021, Counterfeit Parts and Material.

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Approved by:



 Kevin Meyer
 Plant Manager

4-14-21
 Date



 Robin S. Davis
 Procurement Manager

4/22/21
 Date



 Paul Brawley
 Quality Manager

4-6-2021
 Date

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Change History

This is a newly issued Standard Operating Procedure dated 10/01/03 originated by Patricia A. Shephard

- Revision dated 07/14/04 paragraph 5.1 corrected spelling from “resell” to recall. JRG
- Revision Page 2 section 4.0: Added receiving Inspection 4.1 thru 4.4 JRG
- 12/5/2007 Implementation of corporate requirements per Q107.4
- 11/3/2008 Added 12.3
- 11/22/10 – per A. Parker, in section 2.2 changed Form Q-107.4A TRD to Form 1004; section 2.6 changed Form Q-107.4A TRD to Q107.4-A to reflect current documents used; and in section 11.1 changed Q107.4TRD to Q107.4. Also added **Reference Documents** section, updated to current Level II form, signature page, and formatting. YAD
- 2/2/11 – Per internal audit dated 11/8/10 by K. Eggenberg and D. Beste, the following changes have been made: changed the Washington Forming Operationsrd “as International Standard” to “AS International Standard”; updated last sentence in section 2.2; changed “Quality Assurance” to “Quality or Department Supervisor” in sections 8.1, 8.2, and 10.1; changed “TS-201” to “per Q-104 and TS-201” in section 10.2 and 11.2. Also updated **Reference Document** section. YAD
- 9/21/11 – Per B. Ransom added section 3.4 regarding planning and control of Washington Forming Operationsrk transfers. Also reviewed and compared document with corporate Q-107.4, updated **Reference Documents** section and updated the following sections 2.2, 2.5, 2.6, 4.1, 5.1, 6.1, and 7.1. YAD
- 11/14/11 – Per B. Ransom updated the following section: **Reference Documents**, Section 2.2, 3.4, and 8.2. YAD
- 2/13/12 – Per B. Ransom, updated section 5 to include personnel responsible for supplier risk assessment approvals. Updated signature page to current personnel. YAD
- 4/19/12 – Per M. Biggs, updated entire **Section 8 – Receiving Inspection** to meet the requirements of 4.2.2.1 through 4.2.2.3 of the Nadcap Chemical Processing checklist. YAD

Revised 8/20/12 – originated by Ben Ransom

- Added section 6.2 to clarify on-site audits between RTI locations. YAD

Revised 7/30/13 – originated by Brian Magac per CA0032261-02, CA0032261-04, CA0032261-05 and CA0032261-06 the following changes have been made:

- Updated **Purpose** to include the phrase “customer purchase requirements”.
- Updated **Reference Documents** section to include Q-023 and ADM P160-235.
- Updated section 1.1, letter K to include flow down requirements to sub-tier contractors and what documents to review
- Updated signature page to current personnel. YAP

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Revised 2/23/15 – originated by Ben Ransom per BVC audit dated 2/12/15 AS9100 Re-certification Audit, the following changes have been made:

- Update Section 1.1 (letter “I”) to define how long a supplier must retain purchasing records.
- Additional changes also made due to review:
 - Added **Scope** section to include Washington and Sullivan locations
 - Updated document ID from TRD to AFI
 - Updated company name of “Tradco” to “AFI” throughout document
 - Updated section 11.3 department name “Flat Finish” to “Precision Sheet”
 - Updated signature page to current personnel. BH

Revised 6/8/15 – originated by Ben Ransom per Heat Treat audit dated 4/29/15, the following changes have been made:

- Added section 3.5 to reference flow down notification to suppliers of individual equipment requirements
- Added section 6.3 to reference to pyrometry review process - BH

Revised 7/20/15 – originated by Ben Ransom and Rom Quintos, the following changes have been made:

- Added letter m in section 1.1 to reference the control of counterfeit material.
- Re-wrote letter l in section 1.1 to reference the length of time records must be retained. – BH

Revised 8/10/15 – originated by Ben Ransom due to CA-03 DPD Audit

- Added QA-001AFI to Reference documents.
- Revised section 1 letter K to include D6-51991 reference. – BH

Revised 10/5/15 – originated by Kim Strehlau, the following changes have been made

- Added section 12 along with reference picture to show how to fill out a request to Purchase Calibrated Tooling. – BH

Revised 4/1/16 – originated by Robin S. Davis, the following changes have been made

- Changed 12.1.1 to read “Calibrated equipment shall be ordered through Alcoa Preferred Supplier, per Q107.6.” BH

Revised 10/3/16 – originated by Karen Eggenberg, this is a total re-write of this procedure. – BH

Revised 1/18/17 – originated by Robin Davis, the following changes have been made:

- Removed a-e in section 6.2 and added supplier scoring criteria
- Section 6.4 added criteria for action if any to be taken on supplier low scores.
- Updated signature page to current personnel. BH

Revised 1/16/2018 – Revised by Robin S. Davis, Brandon Hayes and Paul Elliott, the document has under gone an entire rewrite, please review entire document. BH

Revised 9/12/2019 - Revised by Brandon Hayes, the following changes have been made:

- Removed procurement rep. from section 4.3 and replace with supplier quality or designee

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Revised 09/12/2020 – Revised by Brandon Hayes, the following changes have been made:

- Removed Q-107.4.1 AFI Washington Forming Operations rk Transfer Management Process from references documents
- Removed 30.36.1 and 30.36.4 from 2.1.1 and 2.1.3 to reflect only the EHS Standard.
- Removed section 3.4
- Fixed spelling in section 5
- Updated Arconic to Howmet throughout the document

Revised 02/23/2021 – Revised by Brandon Hayes, the following changes have been made:

- Added ADM P160-258 to reference documents
- Added section 9 to address purchasing of raw material

Revised 04/05/2021 – Revised by Brandon Hayes, the following changes have been made:

- Rewrote section 1: J.
- Rewrote section 4
- Rewrote section 6
- Added section 10