Work and Inspection Instruction

Document: WII 14.30
Revision: 10
Responsible: Manager of Purchasing/Supplier Quality

Title: Requirements for Suppliers to Allied Motion

Organization Process: SP 14 – Purchasing and Procurement

Document

1. PURPOSE

To establish procedures used to communicate SPM14.02 "Allied Motion Supplier Quality Manual" to current and prospective suppliers.

2. APPLICABILITY

This procedure applies to all purchasing personnel; and is applicable to suppliers or subcontractors that furnish materials, components, sub-assemblies and services for incorporation into products to be sold by Allied Motion; or for purchased tooling. It does not explicitly apply to items purchased for other purposes, though the same principles may apply.

3. RESPONSIBILITY

The Purchasing Manager is responsible for the administration of this procedure.

4. PROCEDURE

4.1 A copy of SPM14.02 "Allied Motion Supplier Quality Manual" may be given to any potential supplier.

4.2 A copy of the latest issue of SPM14.02 "Allied Motion Supplier Quality Manual" must be issued to a new supplier prior to or with the first released order of covered material or services.

4.3 When a revision is made to SPM14.02 "Allied Motion Supplier Quality Manual", all active suppliers are directed to the Supplier's website to download the latest revision for review. A supplier is considered active if they have furnished covered materials or services within the last 12 months.

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REVISION LOG:

Revision	Description	Authorization	Date
1	Initial Issue	Tom Grove	12/07/91
2	Revised	Tom Grove	01/24/97
3	Revised document format	Tom Grove	08/14/03
4	Revised responsibility	Billy Rahaim	07/09/04
5	Minor revisions	Billy Rahaim	02/07/05
6	Replace SG-1 with PM-400	Billy Rahaim	02/08/06
7	Revise zip code	Billy Rahaim	07/13/06
8	Numerous changes	Billy Rahaim	04/04/07
9	Revised section 4.3	Billy Rahaim	01/02/13
10	Revise format and assign new Document ID # was PM410 is WII 14.30	David Pearce	11/21/17