

Pratt & Whitney
400 Main Street
East Hartford, CT 06108



2/8/01

Dear Supplier,
Subject: Supplier Checklist

Attached please find a checklist for your use in assuring that all Pratt & Whitney requirements for shipments of commercial tooling have been met. It is vital that the blue prints, purchase order, SEE 100, and any "Quality Directives" are reviewed to insure compliance with Pratt & Whitney procedures.

Shipments received during the last quarter of 2000 exhibited a disturbing number of non-conformances, including tooling with incorrect tool number, missing or incorrect revision letters, STI stamp omitted, DLT stamp missing and vendor code omitted.

Paperwork errors were also discovered including: missing packing slip, incorrect tool number on packing slips and 7739 forms, chg. letter missing or incorrect on packing slip and 7739 form, NDT certificates not included with tool, and incorrect packaging.

The above errors are costly as they require special handling by TSS personnel as well as delaying the receipt of tooling which in turn will delay payment to you.

All of these errors are avoidable, but will require a more comprehensive inspection prior to shipment.

As always any questions you may have should be directed to a member of the Tool Support Services Quality team;

RANDY YASNY – 565-2512

HENRY BELL – 565-9889

KENT JOHNSON – 565-1372

Thank you for your cooperation.

Respectfully,
Randy Yasny
Quality Assurance Representative
Tool Support Services
Pratt & Whitney