
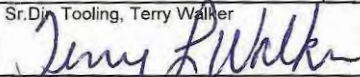

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1.0 SCOPE

This work instruction establishes the standard procedures for NORDAM accountable tools built by the supplier used for fit, form, function, and/or inspection of parts under contract from NORDAM.

2.0 NORDAM ACCOUNTABLE TOOLING

2.1 The Supplier is to itemize the list of tools required for review by NORDAM Tooling Department for approval:


- a. Description of Tool
- b. Material Type
- c. Function
- d. Value

2.2 NORDAM will review and upon approval will assign the following:

- a. Tool Number
- b. Serial Number
- c. Tool Type
- d. Tool Tags
- e. PTI/Maintenance Schedule
- f. Asset Numbers when required

2.3 Supplier must maintain the following information and have available upon request:

- a. Tool Design records
- b. Quality records
- c. PTI/Maintenance records
- d. Identification traceable to latest engineering revision level
- e. Completion date
- f. Inspection report
- g. Pictures of the tool, including (1) with tool tag visible
- h. Buy-off/approval will be acceptable FAI of the part produced
- i. This data is to be sent to NORDAM for our records

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3.0 NORDAM ACCOUNTABLE TOOLING RECORDS


- 3.1 The supplier is to provide tool location, status, and acquisition information to be loaded in NORDAM System for all NORDAM owned Tools.
- 3.2 The supplier must when requested, provide NORDAM with list of NORDAM owned tooling at their facility(s) tied to purchase contract.
- 3.3 If the supplier is going to move a tool from their facility, 3rd party supplier, etc. must notify NORDAM with updated information for our records with in (3) days.

4.0 TOOL MAINTENANCE/REPAIR

- 4.1 As tools wear or sustain damaged due to normal use, the supplier is to contact NORDAM purchasing agent and provide a tool status assessment/pictures of the damaged area to be reviewed by NORDAM Tooling Department. No repairs/rework should be started until approved by NORDAM Tooling Department.
 - a. Supplier to determine if they can perform rework:
 - i. Supplier to provide a quote
 - ii. Rework plan
 - iii. Lead-time
 - b. If supplier cannot make the necessary repairs, NORDAM Tooling Department will make the determination for next steps.
- 4.2 Invoicing for repair of tool
 - a. If minor and area of repair doesn't affect form fit or function the invoice can be approved upon completion.
 - b. If major and area of repair affects form fit or function:
 - i. Supplier to provide a quote
 - ii. Rework plan
 - iii. Lead-time
 - c. No repairs/rework should be started until approved by NORDAM Tooling Department.

5.0 TOOL STORAGE AND PROTECTION

- 5.1 Proper tool storage and protection is required while at the supplier.
- 5.2 Tool(s) must be protected from damage, distortion, and corrosion while stored.

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6.0 NORDAM SHOP AID TOOLING

- 6.1 Shop aid type tooling is defined as inexpensive tooling usually less than a \$1000.
- a. It supports the fabrication of the detail, layout, setup guide, etc.
 - b. Shop aids do not determine final detail conformity and cannot be used for inspection criteria.
 - c. Shop aids should be identified and do not require PTI/Maintenance schedule.

7.0 NORDAM OWNED TOOLING

- 7.1 Under no circumstance shall a supplier dispose of a NORDAM owned tool without written authorization from NORDAM with approval signature(s).

