

Perform Air International Inc.
Administrative System Manual
Procedure III.22: Diamond Excellence Vendor Evaluation Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-Release
1	09/18/12	Removal of previous paragraphs 5.1.1.1, 5.1.1.2 and 5.1.3.1.1. Removal of previous Records 6.1 and 6.2. Repagination of 5.1.2 thru 5.1.4.2. Addition of Records 6.1 thru 6.3. Revision to 4.0 Definitions, 5.1.1, 5.1.2, 5.1.2.2, 5.1.3, 5.1.4.1.2 thru 5.1.4.1.4, 5.1.4.2, 5.2.1, 5.2.2.1 and 5.2.2.2 for procedure improvement.
2	02/28/13	Removal of 5.1.1. Repaginated 5.1.1 thru 5.1.3.2. Revision of 5.1.2 to introduce Form 54.02-Inst. Revision of 3.0, 5.1.1, 5.1.2, 5.1.3, 5.1.3.1, 5.1.3.1.4.2, 5.1.3.2 and 5.2.2 for change of title of Director of Materials Control.
3	07/01/13	Pagination of 3.1 thru 3.4 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
4	08/16/13	Pagination of Definitions, 4.1 thru 4.3. Revision to 2.0, 3.4, 4.1, 4.3, 5.1.1, 5.1.2, 5.1.3, 5.1.3.1.4.2, 5.1.3.2, 5.2.2, 5.2.2.1 and 5.2.2.2 for change of title of Materials Control Manager and clarification of procedure.
5	03/31/14	Revision to 3.1, 3.2, 3.4, 5.1.1, 5.1.2, 5.1.3, 5.1.3.1, 5.1.3.1.4.2, 5.1.3.2 and 5.2.2 for change of title of Director of Materials Control.
6	01/12/18	Revision throughout to change title for Director of Supply Chain Management
7	04/30/21	Revised 5.1.1, 5.1.3.1.4. Remove 5.1.3.1.4.1 and 5.1.3.1.4.2. Add 5.2.3.
8	12/16/22	Revision throughout to change title for Vice President of Supply Chain Management
9	10/06/23	Revised 3.1, 5.1.3.1.1 Purchasing Manager. 3.3, Added Executive 3.4 subsequent
10	05/22/25	Revision to 5.2.1

1.0 Purpose:

To ensure consistency in determining which vendors will normally be awarded purchase / repair orders.

2.0 Scope:

Any vendor on replenishment list, OEM, authorized distributors, etc., and any vendor who initially meets all “on time” “at price” and “with traceability” requirements within a rolling four-week period.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Purchasing Manager.
- 3.2** The Quality Control Department is responsible for recording rejection reasons in the Bond database.
- 3.3** The Purchasing Manager is responsible for recommending vendors for Diamond Excellence status and reviewing existing Diamond Excellence vendors for continued compliance. As well as identifying them within the database and notifying vendors of the enhanced status within our organization.
- 3.4** The Executive Vice President of Supply Chain Management is responsible for approving Diamond Excellence vendors.

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4.0 Definitions:

- 4.1 Diamond Excellence Vendor** – A vendor who has demonstrated ability to consistently meet all requirements of on time delivery, at the price promised, with trace/certification documentation.
- 4.2 On Time Delivery** – Receipt of purchase order is on or by the date promised by the vendor.
- 4.3 With Trace** – Traceability documentation or part certification (i.e. 8130-3, etc.) is accurate and received with the product. Traceability documentation should not contain any false information.

5.0 Procedure:

5.1 Initial Qualification:

- 5.1.1** The Executive Vice President of Supply Chain Management or designee will run a yearly report to determine which vendors, who have received twenty orders from Perform Air International Inc. in the previous year, have met ALL requirements: On time delivery, at the price promised, with correct trace/certification documentation.
 - 5.1.1.1** Data for price and delivery is generated from Merchandise Received data.
 - 5.1.1.2** Data for traceability/certification is provided when the Quality Control Department inspects and forwards to the Warehouse Department for entry into the certification database.
- 5.1.2** The Purchasing Manager completes a Diamond Excellence Vendor Status Request Form utilizing the Diamond Excellence Vendor Evaluation Instructions and forwards the evidence of compliance with above requirements to the Executive Vice President of Supply Chain Management.
- 5.1.3** The Executive Vice President of Supply Chain Management reviews the request and evidence, and makes the final determination if vendor may be awarded “Diamond Excellence” status.
 - 5.1.3.1** If acceptable:
 - 5.1.3.1.1** The Purchasing Manager makes status notation in database.
 - 5.1.3.1.2** The Executive Vice President of Supply Chain Management signs Diamond Excellence Certificate.
 - 5.1.3.1.3** The Purchasing Manager and Materials Control Manager signs

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accompanying Letter of Congratulations.

The Purchasing Manager combines Certificate and Letter which includes Ongoing Qualification requirements and sends to vendor within 5 days. Certificate and letter may be sent to vendor by mail or email.

5.1.3.2 If unacceptable, the Executive Vice President of Supply Chain Management notes this on the form and returns to Purchasing. The Purchasing Manager continues to monitor the vendor to determine if the vendor can be added at a later date.

5.2 Continued Qualification:

5.2.1 On *an annual* basis, the Purchasing Manager will review existing Diamond Excellence vendors to establish those vendors with certificates that expire within the next month.

5.2.2 The Purchasing Manager will determine if any of the Diamond Excellence vendors have received corrective actions in the previous year that were not responded to within 30 days.

5.2.2.1 If corrective actions are addressed per requirements, revise database with Diamond Excellence Vendor status, and provide a new Certificate with new expiration date and Letter of Congratulations to vendor.

5.2.2.2 If corrective actions are not addressed per requirements, revise database removing Diamond Excellence Vendor status with notes explaining reasons for disqualification of the vendor.

5.2.3 To continue the Diamond Excellence status all current Diamond Excellence vendors will be reviewed yearly and new score card created to ensure they still meet all the criteria.

6.0 Records:

- 6.1** Diamond Excellence Vendor Status Request Form (Form 54.02)
- 6.2** Diamond Excellence Vendor Congratulatory Letter (Form 54.03)
- 6.3** Diamond Excellence Certificate (Form 54.08)
- 6.4** Diamond Excellence Vendor Evaluation Instructions (Form 54.02-Inst)