

Business Disaster Recovery Plan For PMPA Members

PMPA Role

The PMPA will act as an intermediary to help member shops find qualified members with open machine time and similar capabilities.

- A. PMPA Staff Directors Rob Kiener, Marketing, and Miles Free, Technology will be the contacts.
- B. Upon request for assistance, staff directors will prepare a list of candidate shops with similar technical capabilities and equivalent quality performance.
 - i. This list will be prepared based on staff directors direct personal knowledge of the shops; company profiles in the PMPA membership data base; company website documentation of capabilities, quality, products, and materials consumed; or company submitted letters of interest in participating as a potential recovery shop.
 - ii. The staff directors may also use PMPA Listserves to solicit member shops with open time based on job parameters.
 - iii. The name of the member shop and the customer for whom the work is being performed will not be shared by PMPA Staff to interested parties.
 - iv. Shops considered will not be limited to the requestor's geographic area, but will be nationwide in order to minimize direct, local competitors and maximize potential for finding a close match of capabilities.
- C. As soon as the list of candidate shops is prepared, it will be sent to the shop requesting assistance to screen and contact.
- D. The requesting shop will make needed arrangements to transfer the work to their choice of candidate shops.
- E. PMPA will not charge an additional fee for this service, nor will it serve as a collection agency or arbitrator between shops. Members are encouraged to deal in such a manner as to assure that customer deliveries are met.
- F. PMPA will prepare a job transfer checklist to assist management of the job transfer process.

Requesting Shop Role

The requesting shop will contact Staff directors Free or Kiener to advise them of the scope of their requirements.

- a. Type of disaster event- fire, flood etc.
- b. Length of time affected jobs will be impacted
- c. Listing of jobs to be temporarily out placed.
 1. Machine running it
 2. Size
 3. Material
 4. SPC requirements
 5. Secondary operation / post machining process requirements and other issues
 6. Availability of materials, tooling etc to send to recovery shop
- d. Electronic print, PPAP, FMEA and other documentation will be emailed to Director Free
 1. This material will be held confidential but will be used to assess suitability of candidate recovery shops.
 2. This material will be securely discarded upon notification of placement of job(s) with recovery shop unless authorized to be held to assist in transition.
- e. Requesting shop shall contact the candidate recovery shop and negotiate arrangements for commercial review of the jobs.
- f. Upon learning of successful review of job and requirements, and ability to accept the job(s), the requesting shop shall contract directly with the recovery shop, making certain that non-disclosure and non-compete arrangements are satisfactory.
- g. Requesting shop shall take immediate steps to transfer needed technical materials, drawings, PPAP, GageR&R, FMEA, electronically to expedite recovery shops set up.
- h. Requesting shop shall expedite the sending of any material, tools, gages or other materials to the recovery shop to allow recovery production to begin.
- i. Requesting shop shall give recovery shop a 24 hour contact number of personnel authorized to make decisions regarding the production of their parts.
- j. Requesting shop shall issue a purchase order to the recovery shop outlining the full terms of the arrangement and transaction.

Recovery Shop Role

Shops should make certain that their capabilities are available to PMPA Staff via website, or direct communication letter of interest and capability.

- a. Should a posting appear on the listserv soliciting capacity which the recovery shop may have available, they should contact either Staff Director Free or Kiener directly. THEY SHOULD NOT REPLY DIRECTLY TO THE LISTSERVE.
- b. Time is of the essence. Recovery shop should provide a means of responding go or no-go within 24 hours regarding the ability of their process to produce the part as presented to them.
- c. Recovery shop shall quote the production of parts as requested- with material supplied, or by purchasing material as needed- priced accordingly.
- d. Recovery shop shall review and perform supplementary requirements as needed to assure production meets spec and is in statistical control.
- e. Recovery shop shall submit first article to requesting shop for consensus on acceptability.
- f. Recovery shop shall ship production as instructed by requesting shop.