 ADVANCED MACHINING	Title Supplier Quality Manual			Number SQM 1
	Approval KF	Date 6/05/2018	Page 1 of 3	Revision 5

Purpose of this Supplier Quality Manual:

Advanced Machining is registered to AS 9100 (Quality management Systems – Requirements for Aviation, Space, and Defense Organization) and the quality requirements by our customers are higher than ever and the consequences of failure are ever greater. We are also raising expectations from our suppliers and this manual is the first step in communication of those expectations.

1. Scope and Exclusions


- a. The requirements of this manual apply when it is referenced by name or number on the purchase order.
- b. It is the responsibility of the supplier to determine whether the requirements are applicable.
- c. This manual does not supersede special instructions that might be included on the purchase order, drawing, or any supplied technical data package.

2. Definitions

- a. Product: refers to the material or service that is supplied by the supplier.
Quality system: refers to the system by which you produce the product that you provide.
- b. Procedures: The methods, either documented or not, that you use to determine that the product has been made and is in compliance with the requirements.
- c. On time delivery: A shipment is delivered on time when it reaches Advanced Machining at the time specified on the PO as issued or as modified with agreement between supplier and Advanced Machining.
- d. Conformance: Product is conforming when it is verified to meet all Advanced Machining requirements, whether visual or measured.
- e. Supplier Corrective Action (SCAR): A document that is issued by Advanced Machining to the supplier to document a nonconformance. The supplier shall investigate the cause of the nonconformance and document the cause, the action to contain any other nonconformance from the same cause, and the action plan and time to complete the elimination of the cause of the nonconformance. A SCAR is a serious matter and Advanced Machining expects its suppliers to respond accordingly. The supplier shall respond with the completed SCAR form being returned to Advanced Machining with 10 days of receipt unless mutually agreed that a later date is acceptable.


3. Requirements

- a. The purchase order has specific requirements that the Supplier is expected to comply with. For instance: some customers require that Advanced machining put the following statement on the PO and that Advanced Machining require

 ADVANCED MACHINING	Title Supplier Quality Manual			Number SQM 1
	Approval KF	Date 6/05/2018	Page 2 of 3	Revision 5

suppliers to put that statement on their PO's that states " For {specific customer end use} .

- b. On Time Delivery: Advanced Machining requires 100% On Time Delivery from its suppliers.
- c. Conformance: Advanced machining requires 100% conformance as verified by the supplier prior to shipment and attested on the COA or COC as specified on the PO. Advanced Machining will verify incoming materials by its system and notify supplier if any nonconforming material is discovered. It may be followed with a Supplier Corrective Action Request.
- d. COA/COC: Advanced Machining requires that the supplier verify the conformance of all products prior to shipment and that the suppliers send either a COA or COC as specified or agreed. Review of the certificate is part of Advanced machining acceptance process and the certificate must be received before Advanced Machining can accept the shipment.
- e. Records duration: The supplier shall maintain records that were used to determine conformance for a minimum of 10 years unless otherwise stated on the PO.
- f. If the supplier produces nonconforming product, the product is expected to be scrapped, or to be repaired and subjected to the same inspection and acceptance criteria as was done on the original inspection. All repairs require prior approval by Advanced Machining. In the event that the supplier wishes to release the nonconforming product as-is, they must gain approval from Advanced Machining prior to shipment. This will only be granted after a thorough review of the data and involvement of Advanced Machining's customer if deemed appropriate.
- g. The supplier is expected have a process for the control of work transfers and to require that control of their suppliers. This means, in part to use the same process at the same location to supply products to Advanced Machining as was used when the product was first qualified. In cases where the supplier has been a long term supplier, the most recent process and location are the ones that are expected to be maintained. If it is necessary to change either the process or location, the supplier must notify Advanced Machining, prior to shipment, of the change and the method that the supplier used or will use to assure that the product shipped is unchanged from prior shipments.
- h. Suppliers approval status will be validated every 2 years and it will be automatic if on time delivery is 90% or higher and product conformance is 2 or fewer occurrences for the previous 12 months.

 ADVANCED MACHINING	Title Supplier Quality Manual			Number SQM 1
	Approval KF	Date 6/05/2018	Page 3 of 3	Revision 5

- i. Right of Access: The supplier shall permit Advanced Machining and/or its Customer access to the Supplier's applicable areas of the facility and to applicable documented information at all reasonable times for the purpose of inspecting goods supplied or work in process for production.
- j. The Supplier is expected to be aware of their contribution to product or service conformity; their contribution to product safety; and the importance of ethical behavior.
- k. The Supplier is expected to have a process which prevents the use and/or inclusion of counterfeit products delivered to Advanced Machining.
- l. If supplier is registered to ISO 9001 or AS 9100, they must notify Advanced Machining within 48 hours if their registration is suspended or allowed to expire.

CHANGE LOG:

DATE	REVISION	SECTION	CHANGE DESCRIPTION
4/7/15	1	1 d	Changed record retention duration from 7 years to 10 years
01/21/16	2	4 g	Changed supplier validation from 1 year to 2 years
08/21/17	3	Comprehensive 3h	Minor verbiage change throughout. Added Right of Access
11/10/17	4	3i 3j	Added supplier flow down to include product safety and ethical behavior Added prevention of counterfeit parts
5/10/2018	5	3a 3g 3l	Added flow down verbiage about PO markings Added flow down about work transfers Added flow down requirements to notify Advanced Machining if certification is ended.

The distribution list is maintained in a separate file by the Quality Manager in order to protect confidentiality.