

AMT-SU03 – Supplier Quality Requirements Manual

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1. Policy

Advanced Machining and Tooling (AMT) will partner with suppliers who demonstrate a commitment to continual improvement of product quality, on time delivery, and responsiveness. It is our intent to develop mutually beneficial long-term alliances with these suppliers. AMT's goal is to ensure that externally provided processes, products and services, and their delivery do not adversely affect our ability to consistently deliver conforming products and services to our customers on time, and to meet applicable statutory and regulatory requirements.

2. Scope

This document applies to all existing AMT suppliers and potential new suppliers of quality-impacting product. It outlines AMT's expectations for our suppliers' quality management systems, product or service quality, on time delivery, and responsiveness to requests for information, containment and corrective action.

Unless otherwise specified in the body of AMT's purchase order (PO), as applicable to the product or service supplied, the requirements of the revision of this manual that is current on the date of the PO applies to each AMT PO/Line that states "Certifications Required", and to each PO/Line for special processes. The current revision of this manual is available at: <https://forms.amtmfg.com>

3. References

ANSI Z540 – Requirements for the Calibration of Measuring and Test Equipment
 AS6174 – Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
 AS9146 – FOD Prevention Program
 AS9100 – Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations
 AS9102 – Aerospace First Article Inspection Requirement
 AS9003 – Inspection and Test Quality System
 AS9120 – Quality Management Systems - Aerospace - Requirements for Stocklist Distributors
 ISO 9001 – Quality management systems - Requirements

4. Acronyms and Definitions

AMT	Advanced Machining and Tooling
ASL	Approved Supplier List
CAR	Corrective Action Request
FAI/PPAP	First Article Inspection/Production Part Approval Process – report of verifications performed on an article from an initial production run IAW AS9102 or AMT's customer's requirements.
FOD	Foreign Object Debris/ Damage
IAW	In accordance with
M & ME	Monitoring and measuring equipment used to monitor special process control and/or to measure product acceptability. Includes all types of equipment used to verify materials, products, processes, or other inspection, measuring and test equipment. This includes tooling used as media of inspection, test hardware, test software, automated test equipment (ATE), and plotters used to produce inspection media. Also included is personally owned equipment used for product or process acceptance.
MRB	Material review board – AMT Engineers and Quality Technicians who have authority and responsibility to review and disposition nonconforming product, and to determine subsequent actions to take.
NC	Nonconforming
PO	Purchase Order
QMS	Quality Management System
WIP	Work in Progress

Hardware	Unless specified this includes both metal/alloy parts manufactured to a design authority's proprietary requirements (proprietary hardware) and hardware produced to a published specification (standard hardware).
Product	Any product, material, service, or process provided by supplier that is intended to be incorporated into parts and subassemblies AMT sells to Customers. This includes, but is not limited to raw material, proprietary and standard hardware, other materials such as grommets, paint, ink, and adhesive, etc., and special processes.
Special Process	The application of chemical, metallurgical, nondestructive or any other manufacturing, joining, or inspection process that is controlled by government, military, or industry specification, or any other specification called out on AMT's PO.
Stores	Completed product approved for shipment at supplier's location.
Shall	Indicates a requirement.

5. Supplier Quality Management System (QMS) Requirements

5.1. QMS Requirements

Unless otherwise stated on AMT's PO, as applicable to their activities and design authority, while executing a contract with AMT the supplier shall implement and maintain a Quality Management System (QMS), or maintain Nadcap accreditation to the appropriate special process checklist and processing standards as called out in AMT's PO, as applicable. At their option and at no additional cost to AMT, a supplier who is not required to in the applicable subsection below, may elect to maintain certification to the appropriate AS9000-series QMS standard by a third-party registration body. Because such certification can lower AMT's product verification risks, preference may be given to certified suppliers.

Where a supplier's QMS systems or certification status does not meet the following requirements, AMT's top management may make an exception regarding the use of such supplier.

5.2. QMS Changes

A supplier shall communicate to AMT any changes that may affect the scope or effectiveness of the supplier's QMS or Nadcap Accreditation within five business days of occurrence. Examples of changes requiring AMT notification are, but are not limited to the following:

- Ownership
- Senior Management (e.g., President/General Manager and Leadership Staff)
- Quality Manager
- Location / address
- Industry focus
- Third Party QMS certification status
- NADCAP accreditation status

5.3. Personnel Competency and Awareness

The supplier's personnel shall be competent and qualified to perform their work, and engaged in the supplier's Quality Objectives. Suppliers shall ensure personnel are aware of:

- Their contribution to product conformity
- Their contribution to product safety
- The importance of ethical behavior

6. Subcontracting (Prohibited Without Written Permission from AMT)

Except for Distributors, no supplier shall procure any product, process or service to be delivered on AMT's PO/Line from a third party without AMT's prior written permission.

In the event any other type of supplier is granted permission in writing from AMT to subcontract, the supplier shall:

- use an AMT Engineering approved subcontractor
- flow down to the subcontractor all drawings, specifications, and instructions from AMT's PO/Line, and requirements of this manual that are pertinent to the type of product that is subcontracted,
- verify conformity to requirements for which the subcontractor is responsible upon receiving product from the subcontractor, prior to shipping the product to AMT.

7. Responsibility for Property

Unless there is legal transfer of title or other legally binding agreement to the contrary, the supplier shall be financially responsible for loss or damage to any materials, parts, tooling, or any other real property provided to the supplier by AMT for use in executing a contract. Upon completion of the contract the supplier shall return AMT's property, except material consumed in production of parts for the contract, in like condition as received, less reasonable wear and tear.

8. Information Retention:

The supplier (and permitted subcontractors) shall retain information documenting their QMS and its effectiveness, information showing qualification and competency of personnel, and information demonstrating product conformity and traceability for all quality-impacting materials, products and services provided to AMT, and shall provide retained information as required per AMT's PO/Line, sections 9 through 9.3 of this document, and/or IAW AMT-SU01 Purchase Order Terms and Conditions. As applicable to the supplier's QMS, products and processes, the supplier's retained information shall include, but is not limited to:

- Supplier's QMS third-party certification, or QMS documentation if supplier is not certified
- Records showing competency and qualification of personnel
- Records of contract reviews
- Lot traceability information from the product manufacturing origin through the supply chain to AMT's PO/Line
- Product inspection and test data
- Process verification records
- Production lot processing and configuration records
- Nonconformity corrections and containment records
- Corrective actions taken, and verification of effectiveness
- Calibration records for M & ME used to inspect product and verify processes
- Information required for the supplier's Certificate of Conformance (See section 9.3)
- FAI/PPAP reports and AMT approvals (See section 16)

9. Counterfeit Material Risk Mitigation

Suppliers shall have an auditable Counterfeit Prevention Process per AS6174 - Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel, and shall deliver traceability and certification information with each shipment in compliance with subsections below. Failure to provide correct and complete traceability and certification documents with shipment may result in a Quality Administration charge IAW AMT-SU01 Purchase Order Terms and Conditions.

9.1. Material Lot Control and Traceability – Mixed Lots Prohibited

Unless otherwise specified in the body of AMT's PO, all raw material or hardware (Proprietary or Standard Hardware), or other material in each shipment shall come from one raw material heat lot, or other applicable material production lot. Even when it is permitted in the PO, different heat lots of material, or product made from different heat lots or material batches shall be segregated and labelled in the packaging, and clearly identified within the shipment's documents.

Product lot traceability documents shall be sent with each shipment for all lots, batches and processes to the extent needed for AMT to ensure lot traceability through the acquisition chain from the manufacturing or process source to AMT's PO/Line and/or Job.

- 9.2. Raw Material Mill Certification for Raw Material and Hardware Shipments When applicable to the contract, if any organization other than AMT has procured the raw material from the source, with each shipment of raw material or hardware, AMT's supplier shall include with the shipment's documents, a legible copy, in English, of the actual Mill Certification for the raw material heat lot used in the shipment. The Mill Certification must include the identity and address of the Mill, the Country of Origin, Melt and/or Manufacture, the applicable material specification(s) including the applicable revision level(s), and any chemical, physical and test data required by the applicable material specification(s). When there have been interim processors and/or distributors in the acquisition chain from the raw material source to AMT, there should be evidence that at least one supplier in the chain has verified the chemical, physical, and test data on the Mill Certification to the applicable specification and revision requirements. Acceptance can be indicated with the name and title of the approver, and date of acceptance placed on the face of the document.

9.3. Certificate of Conformance

With each shipment, AMT's supplier must provide a Certificate of Conformance (C of C), or similarly titled document that includes the following information as applicable to the type of product supplied to AMT:

- Supplier's name and address
- AMT's PO/Line number
- AMT's Job number (found on AMT's PO when applicable)
- Part number and revision of applicable drawings on AMT's PO/Line
- Applicable specification(s) and revision(s) on AMT's PO/Line
- Quantity tested when applicable to specification(s)
- Conforming quantity shipped, including serial numbers when applicable
- Batch number, heat lot number, Lot ID, dates of manufacture and expiration, as applicable to the type of product
- Signature and title of authorized person responsible for releasing the product shipment
- Date of release for shipment
- A statement of conformance to drawing(s) and specification(s) in AMT's PO/Line, including their revision(s)
- Acquisition documents with release authorizations, which show traceability through the supply chain from the original material source/manufacturer to AMT.

10. SDS Required for Hazardous Material

For any hazardous material supplied to AMT, the supplier shall include a current SDS with each shipment.

11. FOD Control

The supplier shall have a documented plan for the detection, prevention, and removal of Foreign Object Debris/Damage IAW the latest revision of AS9146. The supplier shall apply requirements of the standard to their particular service or product as necessary to protect AMT and AMT's customers from receiving contaminated or damaged product.

AMT's purchasing department will contact the supplier with a nonconformance report when parts affected with FOD have been delivered to AMT. Depending on the severity of the contamination or damage, parts may be returned to the supplier for cleaning or rework. An Inspection Discrepancy Report may be issued to the supplier. (See section 20.)

12. Packing and Shipping

Supplier shall comply with carrier tariffs, including export shipping requirements. No additional charges will be allowed for containers, crating, boxing, bundling, dunnage, drayage, storage or transportation, unless stated on the face of AMT's PO. Product from each raw material heat lot used must be packaged separately and shipped on a separate packing slip. Container and purchase order numbers shall be indicated on the supplier's pack list/bill of lading. Each shipping container must be labeled to identify the contents. At least one copy of a pack list showing AMT's PO/Line number(s) shall be attached to package number one in each shipment.

Supplier shall prepare all goods for shipment using AMT-supplied shipping materials and containers when provided. When AMT does not supply packaging, then the supplier's packaging must prevent FOD contamination and part-to-part contact during shipping that could cause nicks, dents or other damage. FOD producing packaging materials such as Styrofoam peanuts and shredded paper are prohibited.

13. Control of Monitoring and Measuring Equipment (M & ME)

The supplier's calibration system should be implemented and maintained in compliance with ANSI-Z540. At minimum, control of M & ME by the supplier shall include the following at all times:

- All M & ME used to verify product and services purchased by AMT shall be periodically recalled and calibrated to NIST standards.
- The supplier's schedules and procedures for calibration shall be documented, and the results of all calibrations, including the "as found" condition, shall be documented and retained.
- Whenever an M & ME item is found to be out of calibration, it is the supplier's responsibility to investigate and determine whether all product accepted with it since the previous calibration does conform to requirements.
- IAW section 18.3 of this document it is the supplier's responsibility to notify AMT's purchasing department of suspected NC product that has been delivered when it is determined that an out of calibration M & ME item has been used for its acceptance,
- Gages/Tooling/Fixturing provided to the supplier by AMT shall be controlled and maintained by the supplier in accordance with these M & ME requirements.
- When an AMT supplied M & ME item is damaged or otherwise found to be unsuitable for use, it is the supplier's responsibility to notify AMT's purchasing department immediately via email.
- The supplier shall not continue to use any M & ME item that has possibly been damaged or rendered unsuitable for use, without written authorization from AMT.

14. Contract Review

The supplier shall have a process coordinated with applicable functions of their organization to review the documents making up the 'Complete Agreement' (see AMT-SU01 Purchase Order Terms and Conditions) prior to contract acceptance. This is to ensure the supplier has the capacity, technical and logistical capabilities to fulfill the contract requirements or can obtain them. Any requirements the supplier is unable to meet shall be resolved with AMT, and mutually acceptable requirements shall be agreed upon via a contract amendment. Verbal instructions or agreements with any AMT personnel that change any part of the contract are not valid. Contract amendments shall also be reviewed by the supplier's organization. The supplier shall retain evidence of contract reviews.

15. Product or Process Changes

15.1. Planning and Notification of Changes

Changes to the supplier's product or process that may affect quality or delivery to AMT should be planned and communicated to AMT in advance.

The supplier shall communicate via email prior to implementing any of the following changes:

- Manufacturing location
- Machine move/change

- Change to different manufacturing technology
- Outsource approval request
- Outsource change request
- Casting/mold tooling change
- CNC programming change
- Sequence of operations
- Introduction of different cutting tool(s)
- Manufacturing or inspection software change
- Inspection method change
- Key characteristic change
- Fixed or frozen process plan
- Deburring process
- Cleaning process

NOTE: The supplier should maintain capability to provide uninterrupted delivery of product to AMT under the currently approved process until a proposed change is approved. If a supplier implements any process change(s) before AMT's documented approval on a returned PCR form, then any part(s) are produced at the supplier's own risk.

15.2. Management of Changes

Regardless of the type of change, all changes require validation. The supplier shall fully evaluate all changes to ensure there are no unexpected or adverse effects on the product or service delivered to AMT. Suppliers shall maintain a system to validate changes to products and processes where all changes, planned and unplanned, are:

- clearly defined,
- validated, and
- approved by appropriate supplier personnel.

AMT and AMT's customer reserve the right to participate in process change validation activities, and reserve the right to require additional validation activities including a new First Article Inspection or Production Part Approval Process (FAI/PPAP). In situations where a process change has an impact on any element of a previously approved FAI/PPAP, the supplier shall update the affected elements as directed by AMT and/or AMT's customer on the approved PCR form. A Delta-FAI/PPAP for any planned or unplanned change listed in section 16.2 below will typically be required with the first shipment after the change has been made.

All process changes, their validations and approvals shall be documented and retained. These records may be audited by AMT and or AMT's customer.

16. First Article Inspection or PPAP (FAI/PPAP)

16.1. Invoking FAI/PPAP

- a. When AMT requires a FAI/PPAP for a part number from the supplier, the requirement will be on the face of AMT's PO. Unless otherwise specified in the specific PO/Line the following requirements apply:
 - The FAI/PPAP shall comply with the latest revision of AS9102 when it is flowed down in the purchase order text.
 - The FAI/PPAP shall be performed on new article(s) taken from the supplier's first production run.
 - The supplier shall use parts manufactured using the methods intended for the normal production process.
 - A FAI/PPAP with any characteristic nonconforming will not be accepted.
 - The supplier shall retain each FAI\PPAP submitted to AMT.

- b. Once invoked for a part number, the FAI/PPAP requirement shall continue to apply even after initial compliance. A new FAI/PPAP is required:
 - after a lapse in production of more than two years from the completion of the last production run to the actual restart of production,
 - for a part number revision,
 - when requested by AMT.

16.2. Delta-FAI/PPAP

A Delta-FAI/PPAP is required with the first shipment following a change listed below. A Delta-FAI/PPAP shall include the item(s) that changed or were affected by the change. The supplier shall provide AMT with a Delta-FAI/PPAP when any of the following occur:

- A change in manufacturing or special process source(s), process(es), inspection method(s),
- location of manufacture, tooling, or CNC programming used to produce parts.
- A natural or man-made event that may adversely affect the manufacturing process.
- The supplier's change in any of the following:
 - Manufacturing location,
 - Processing equipment change,
 - Significant changes to processing or inspection techniques.

16.3. FAI/PPAP Documentation Requirements

FAI/PPAP documentation package shall include all applicable documents assembled in the following order:

- Ballooned drawing and PO
- AS9102 Form 1
- AS9102 Form 2
- All applicable certifications such as raw material, special process(es) certifications
- AS9102 Form 3
- Inspection and test results for required characteristics as listed on Form 3
- Digital picture representing part marking requirements when applicable

16.4. FAI/PPAP Acceptance

Upon review and acceptance by AMT Quality and/or AMT's customer, a signed copy of the FAI/PPAP will be sent to the supplier indicating acceptance or rejection. The supplier shall retain all FAI/PPAP approvals received from AMT in order to maintain a clear quality record of all changes for the life of the part.

17. Nonconforming (NC) Product and Waivers

Product shipped to AMT shall meet all stated PO and engineering requirements, including dimensional, processing, packaging and documentation unless deviations have been submitted and approved by AMT prior to shipment.

Any NC product being delivered to AMT shall include the authorizing waiver, be segregated from conforming product, and be clearly identified on the pack list including serial numbers when applicable.

18. Nonconforming (NC) Product

Except as allowed in section 18.1 below, IAW AMT-SU01 – Purchase Order Terms and Conditions, any NC product received at AMT from a supplier without prior authorization via a AMT-approved waiver submitted by the supplier will result in a Quality Administration Fee charged to the supplier.

18.1. NC Product from Process Set Up

NC product from AMT-supplied material may only be returned from a machining supplier or a special process supplier to AMT without a waiver, when it is known to be nonconforming as a result of use in setting up the supplier's process. This includes any NC parts that AMT may have provided to the supplier for set up as identified in AMT's PO/Line. The set-up piece(s) must be physically segregated from conforming product within the shipment's packaging, clearly labelled, and identified on the supplier's pack list including the quantity, lot traceability number(s), and serial number(s) when applicable.

18.2. Return of AMT-supplied NC Material or Product

AMT suppliers do not have MRB authority over any AMT-supplied material or product. Except for set up pieces as allowed in section 18.1, the supplier shall obtain authorization for NC material or NC product made from it to be returned to AMT. NC product must be physically segregated from conforming product within the shipment's packaging, clearly labelled, and identified on the supplier's pack list including the quantity, lot traceability number(s), and serial number(s) when applicable.

18.3. NC Product Notification Required

The supplier shall notify AMT's purchasing department within 24 hours of nonconforming product detected after delivery. Notification shall include a clear description of the nonconformity, affected part numbers, quantities, delivery dates, and traceability numbers to include as applicable, heat lot numbers, batch numbers, PO/Line numbers, and pack slip numbers for all shipments of possibly affected product.

19. AMT Verification of Supplied Product

Incoming product will be verified by AMT. At minimum verification will include packaging, count, and review of required traceability and certification documents. Where applicable, inspection and test data will be reviewed, and dimensions verified by inspection. If product or documents in a shipment are nonconforming, the product will be rejected, and may be returned to the supplier. AMT's purchasing department may request correction and/or corrective action from the supplier based on the impact of the nonconformity and the supplier's performance record. IAW AMT-SU01 Purchase Order Terms and Conditions, charges may be incurred by the supplier for delivering nonconforming product, and for incorrect or missing traceability and certification documents.

20. Corrective Action Process

When NC product is received at AMT that was not identified by the supplier, segregated, and shipped on an approved waiver IAW sections 16 and 17, this is called an 'escape'. AMT's Quality Department will create an Inspection Discrepancy Report for the escape in the supplier's performance record and send it to the supplier. Late deliveries, mixed material lots, and incomplete or missing traceability, certification and FAI/PPAP documentation with product shipments are also cause for issuing Inspection Discrepancy Report to the supplier.

Correction and containment of the nonconformity are required, and depending on its impact and a review of the supplier's record, AMT's purchasing department may issue a corrective action request (CAR) to the supplier.

When a CAR is issued to a supplier, AMT's Quality Department will review the supplier's NC records and with AMT's MRB will determine any necessary controls to impose over the supplier up to and including removal from AMT's Approved Supplier List (ASL).

The supplier's corrective action process shall include the following activities:

- a. Correction. Upon receipt of an Inspection Discrepancy Report from AMT's Quality Department, the supplier shall work with AMT's Quality Department to determine immediate steps to correct the nonconformity to the extent possible.
- b. Containment. If the supplier has any possibly affected product in WIP or stores, within 3 business days the supplier shall complete a purge of all product on hand and report the results to AMT. For

late deliveries and documentation issues the supplier shall take steps to ensure the nonconformity is corrected in the next shipment(s).

- c. Root Cause Corrective Action. Within 45 calendar days of a corrective action request, the supplier is required to respond with the root cause of the nonconformity and a corrective action plan intended to eliminate it or prevent any recurring escapes to AMT by the next shipment of product. The plan must assign responsibility for actions to be taken to specific persons, and include planned implementation dates. Objective evidence of the completed corrective actions shall be submitted to AMT's SQE for review and approval as soon as available.
- d. Verification of Effectiveness. After a supplier escape, the supplier shall perform 100% inspection of the characteristic(s) that were the cause of the rejection on the next three production lots. The supplier's C of C for each of the five lots shall contain a statement that 100% inspection was done on the nonconforming characteristic(s), including the description of the characteristic(s), or AMT's CAR number.

21. Supplier Performance

21.1. Expectations

The following requirements apply to all suppliers of quality-impacting products and services to AMT:

- a. Delivery Performance: AMT expects suppliers to strive for 100%, but maintain a minimum of 80% on-time delivery. Corrective action may be requested from a supplier when a late delivery impacts AMT's on-time delivery to its customer. (See section 20.)
- b. Quality Performance: AMT expects suppliers to strive for 100%, but maintain a minimum 90% on-quality delivered product. At minimum, AMT will review suppliers' Certificate of Conformance for authenticity, and the Mill Certification for raw material, including raw material used to produce hardware. When applicable, AMT will review the supplier's inspection data, and perform sampling inspection to verify product conformity.
- c. Responsiveness: AMT expects suppliers to provide quick and accurate responses to Requests for Quotations (RFQs), and to notifications regarding quality issues such as incomplete or incorrect product certifications, nonconformance containment, and requests for corrective action. (See sections 9.3, 16 and 20). AMT expects prompt communication from the supplier when AMT's order due date cannot be met.

Nonconformance reports may be written against suppliers for late deliveries, delivered nonconforming product, and for not responding in a timely manner to AMT inquiries and notices. Nonconformance reports will figure into the supplier's evaluation and can affect continued business opportunities with AMT.

22. Evaluation and Performance Scoring

Key suppliers will be rated for their performance to AMT for:

- OQD - On-Quality Delivery
- OTD - On-Time Delivery
- Responsiveness

As applicable supplier Performance Reports will be provided quarterly per calendar year.

AMT expects 100% on-time delivery for all purchases. It is the supplier's responsibility to communicate to AMT if a delivery date on AMT's PO/Line cannot be met, regardless of the supplier's published lead time. To avoid a late delivery hit, the supplier shall contact AMT before the due date to negotiate an acceptable delivery date.

Metrics used for determining supplier performance will be based on number of nonconformance occurrences versus number of PO's issued within the measured time frame.

Other factors such as timely responses to request for expedited order, order status, quality related issues and cooperation with regard to requests for root cause and corrective action will also be included in evaluation of supplier performance.

Suppliers that fall below the threshold are highly encouraged to improve their ranking within the supply base. AMT is motivated to help improve our supplier's performance which in turn helps the entire supply chain.

23. Failure to meet requirements

In the event a supplier falls below the minimum performance metrics defined in 21.1, the following process may be enacted at the discretion of the purchasing department:

- 23.1. The vendor may be provided a written notice that their performance is deficient and it is required that their performance metrics improve to the minimum required values within the next three months or three purchase orders, whichever is the longer period.
- 23.2. If the vendor continues to underperform after (23.1), the vendor may be issued a Vendor Issue Report and may be provided a second written notice that their performance continues to be deficient and it is required that their performance metrics improve to the minimum required values within the next three months or three purchase orders, whichever is the longer period.
- 23.3. If the vendor continues to underperform after (23.2), the vendor may be removed from AMT's approved supplier list.