



Supplier Quality Requirements

Revision: 02

Approved by: Greg DeVore

Release Date: 09/22/20

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1.0 PURPOSE:

This document defines specific quality clauses required by All-Tech Machine & Engineering (ATME) and its Customers. The quality clauses listed below are applicable only as noted on the ATME Purchase Order.

2.0 ATME QUALITY CLAUSES:

- ATME-001 Terms and Conditions of Purchase:** Suppliers should refer to Terms and Conditions of Purchasing for additional requirements relating to ATME orders.
- ATME-002 Material and Processing Validation:** All suppliers contracted by ATME shall validate any processing and specified materials noted in the purchase order with the actual engineering specifications either on file at their facility and/or supplied by ATME at the time of order. Unless otherwise instructed, Supplier shall always provide services to the current revision(s) of the industry standard(s) for all materials and processes.
- ATME-003 Process Approval:** Supplier must provide first good part after set-up to ATME for review and approval prior to processing remainder of order.
- ATME-004 Material Requirements:** Material specifications, chemical and physical, must accompany material at the time of delivery. Raw material should be limited to as few heat lots or batches as possible. All cut plate must have the grain running in the longest direction unless otherwise noted on the order. All material must be DFAR compliant, with the Country of Origin noted on the Certificate of Compliance. Distributors of material, hardware, or supplies must supply a copy of the original manufacture's (OM's) Certificate of Compliance.
- ATME-005 Discrepancies:** Supplier is responsible for immediately notifying ATME upon finding any discrepancies or conflicting instruction between the purchase order and relevant documentation for disposition to be made by approved ATME Quality personnel.
- ATME-006 Certificate of Compliance:** All signed Certificate of Compliance (C of C) documents for material, hardware, supplies, and/or special processing must document our purchase order number, and be provided at the time of delivery.
- ATME-007 Record Retention:** Supplier is responsible for maintaining raw material lot/batch traceability and inspection data for not less than seven (7) years, or as otherwise stipulated on the purchase order.
- ATME-008 Competence of Personnel Performing Work-** All personnel performing work on ATME product or processing of raw material SHALL have evidence of competence training and/or qualification to perform work on ATME received product or raw material.
- ATME-009 EXTERNAL PROVIDERS' INTERACTIONS WITH THE ORGANIZATION-** All supplier/vendor communication with ATME will be in the form phone, email communication along with arranged visits to the vendor and/or the vendor visits the ATME facilities. Also, acceptance acknowledgement in written form (email preferred) of Purchase Order accepted.
- ATME-010 SPECIAL REQUIREMENTS, CRITICAL ITEMS, OR KEY CHARACTERISTICS-** In the event that special requirements (such as special processes) or any critical items/ key characteristics listed on the drawing, work traveler, or in the purchase order, SHALL be documented on CofC's or any other documents provided at delivery to show conformance to the requirements and traceability of the materials. Also, if a work traveler is provided, the process steps related to the work performed SHALL be signed off and completed as required.



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- ATME-011 TEST, INSPECTION, AND VERIFICATION (INCLUDING PRODUCTION PROCESS VERIFICATION)-** All machined parts and processes performed SHALL have a First Article Inspection performed on the first piece run of a part number and/or revision change. Also, all process equipment SHALL have First Piece Inspection performed when the revision level of the part is changed, tooling is changed or the machine operation is interrupted by any event other than shutting down at end of the work day.
- ATME-012 THE USE OF STATISTICAL TECHNIQUES FOR PRODUCT ACCEPTANCE AND RELATED INSTRUCTIONS FOR ACCEPTANCE BY THE ORGANIZATION-** All product acceptance activities will be verified for effectiveness using statistical techniques (i.e. KPI's with measured actuals, Control Charts with upper and lower control limits, Attribute Data for visual inspection and other non-variable data inspections).
- ATME-013 Prevent the Use of Counterfeit Parts (AS9100D 8.1.4)-** The supplier/ vendor SHALL go to any means to prevent counterfeit parts from being introduced into the ATME manufacturing process. Only ATME or ATME customer approved suppliers will be used in the process of manufacturing or special process procedures. Where an ATME approved supplier chooses to outsource any portion of product and/or service, notification to ATME shall be provided and acknowledgement by ATME shall be given, prior to utilizing any such outsource. NOTE: At the discretion of ATME, additional approval may be required up to and including on-site visit to the outsource provider, prior to their use.
- ATME-014 Notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organizations approval-** The vendor/ supplier SHALL notify ATME of any changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organizations approval before making any of these changes.
- ATME-015 Flow down to external provider's applicable requirements including customer requirement-** All customer requirements SHALL be flowed down to any supplier/ vendor when a purchase order is sent for product/ services.
- ATME-016 PROVIDE TEST SPECIMENS FOR DESIGN APPROVAL, INSPECTION/VERIFICATION, INVESTIGATION, OR AUDITING-** As applicable, all test specimens, investigation and/or auditing evidence SHALL be provided to ATME.
- ATME-017 Ensuring that persons are aware of:**
- a) Their contribution to product or service conformity-** brief all employees performing work on ATME material of the importance of their contribution, many of the products serviced by your company is destined to be built into commercial, business/ private, and/or military aircraft.
 - b) Their contribution to product safety-** Ensure that all employees performing work on ATME material/ product takes the utmost precaution so as to prevent any damage or FOD to the product.
 - c) The importance of ethical behavior** as related to the product. Ensure that all employees performing work on ATME material/ product with the utmost respect and ethical behavior when processing the material/ product.
- ATME-018 Final Acceptance:** Final acceptance will be performed at ATME. However, the supplier and any applicable sub-suppliers shall retain documented information showing the person(s) authorizing release of the product and/or service to ATME. Such records shall be made available to ATME upon request.



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- ATME-019** **Right Of Access:** ATME, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements.
- ATME-020** **Shelf Life:** For any item that is considered age sensitive by the product's manufacture, the shipping documents shall state: a) cure or manufacturing date, (b) expiration date or shelf life, (c) lot or batch number, and d) when applicable, any special handling or storage requirements. The supplier shall assure that a minimum of 75% of the shelf life is remaining at time of receipt at ATME.
- ATME-021** **FOD:** The Supplier shall ensure that Foreign Objects and subsequent Foreign Object Damage (FOD) are eliminated from all parts prior to shipment. Suppliers are to maintain a FOD free environment during machining, manufacturing, assembly, maintenance, inspection, storage, packaging and shipping.