



# Absolute Metal Finishing, Inc. Standard Operating Procedure

Title:	<b>SUPPLIER QUALITY REQUIREMENTS</b>				
Document #:	7.4. F3	Revision:	B	Originator:	Jeff Dunham

## General Requirements Applicable to All Purchase Orders

### A. SURVEILLANCE

Absolute Metal Finishing (AMF) reserves the right to conduct periodic audits of Supplier's Quality Assurance inspection system, and to witness and/or conduct inspections and tests to assure materials or supplies satisfactorily meet procurement document requirements; review Corrective Action activities and other records that reflect on hardware or service quality.

### B. CHANGES

Supplier shall not accept verbal changes to the Specifications, Drawings or Purchase Order Requirements without supporting documents from AMF.

### C. DISCREPANCIES

Any deviations from established drawing or specifications intended for shipment must be reported to the AMF Buyer immediately. No deviations will be considered approved without written confirmation from the Buyer. Repairs are not to be undertaken without prior written approval from the Buyer. Unless otherwise specified in this Purchase Order, the Supplier and/or any of their Suppliers/Subcontractors DO NOT have authority to process "USE-AS-IS", "REPAIR", "STANDARD REPAIR PROCEDURES (SRPS)" or "NON-SRPS" via their Material Review Board (MRB).

These dispositions, as well as deviations and request for waivers, requiring MRB disposition shall be submitted to AMF for approval. This does not include REWORK or SCRAP. The Supplier/Subcontractor shall utilize its appropriate Non-Conforming Material disposition form and submit it to the Buyer for AMF approval.

### D. CORRECTIVE ACTION

Acceptance of this Purchase Order obligates the supplier to perform, upon request, a Corrective Action investigation when discrepant material is received at AMF. A written report shall be furnished, within a stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

### E. DOCUMENTATION

AMF does not accept items delivered under the Purchase Order if the Supplier fails to submit certifications or other documentation specified in the purchase order.

### F. PRESERVATION AND PACKAGING

Unless special packaging requirements are referenced in the Purchase Order, the Supplier shall use best commercial practices for preservation and packaging of articles supplied to AMF and shall identify each package with the Purchase Order number, date shipped and packing sheet number.

### G. QUALITY MANAGEMENT SYSTEM

Supplier shall employ ethical behavior that ensures product or service conformity and product safety by providing and maintaining a Quality System. Immediate notification is required in case of non-compliance to Quality System requirements, e.g. loss of third-party certification.

### H. GOVERNMENT SOURCE INSPECTION

If Government Inspection is required prior to shipment from your facility, promptly notify the Government Representative normally servicing your facility upon receipt of this order so that proper planning can be accomplished. If a government representative does not service the Suppliers' facility, notify the nearest Defense Contract Administrative Office or AMF for direction.

### I. SOURCE INSPECTION

When required, Source Inspection will be conducted by AMF at the Supplier's facility or where designated in the Purchase Order prior to shipment. Inspection/test of the items shall be performed by the Seller and shall be subjected to witness by AMF. AMF will elect to do 100% or sample of the units. If sample is selected, the sample will be selected by AMF. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection/test data. Required documentation for shipment must be completed and signed by its Quality Assurance Manager, or authorized designee, and available for AMF review.

### J. CERTIFICATE OF CONFORMANCE (MANUFACTURERS)



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A certificate of conformance shall accompany each shipment signed by its Quality Assurance Manager, or authorized designee, stating the product supplied is in full conformance with all physical configuration and functional test specifications; that all raw material used conforms to applicable specifications. Inspection and test data, physical and chemical analysis, and in-process inspection data are on file subject to review by AMF upon request. The certificate of conformance shall be legible and include:

1. AMF Purchase Order number, part number, and revision letter (unless otherwise specified on the purchase order), quantity and if applicable, serial numbers.
2. AMF Job Order number and the mill heat number when Supplier supplied material, at a minimum.
3. When multiple lots of material are used in completing a shipment, parts shall not be mixed, and all material lot numbers or mill heat numbers shall be reported.
4. When processing is performed against an AMF Job Order, parts shall not be mixed and traceability shall be maintained.
5. Work to the latest revision of material or process specifications (see Global IHS.com), unless otherwise specified.
6. Manufacturer's name, address, Country of Origin, and Date.

## **K. CHEMICAL AND PHYSICAL TEST REPORTS**

For raw material shipments, or where material was supplied by the Supplier, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and include the material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment), results of all specified testing requirements, the mill heat number, and any other requirements specified on the Purchase Order and must be traceable to the material.

## **L. INSPECTION SHEETS AND TEST REPORTS**

With each shipment the Supplier shall submit inspection reports, data sheets, test reports, etc. as applicable. Reports shall be identified with the applicable drawing/specification number, revision, AMF P.O. number, and Supplier's lot identification number.

1. Inspection reports shall list the physical and dimensional characteristics of the items. Sample inspection shall be performed to verify critical dimensional characteristics of the lot of parts are within drawing specification limits. Actual dimensions do not have to be reported except where specific dimensions are requested.
2. If 100% Inspection is required, Inspection Reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The Supplier shall report the actual dimensions of each part inspected. The inspection results shall be traceable to the lot number of the parts inspected or by serial number to the actual part inspected.
3. If required, test reports for special tests such as vibration, shock, pressure, environ., EMI, ATP, etc., shall be supplied by the Seller.
4. If Destructive Testing Analysis (DTA) report is required, the Supplier is to permanently identify the parts and segregate the parts that have gone through DTA and are no longer suitable for intended use.

**NOTE:** Out of tolerance dimensions shall be identified on an inspection report. The Supplier shall not deliver parts that are out of tolerance to AMF without approval from AMF.

## **M. RECORD RETENTION AND RIGHT OF ACCESS**

Manufacturer shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of ten (10) years as applicable. Supplier shall notify AMF prior to destruction. Supplier shall provide AMF, our Customers, and regulatory authority access to all applicable records.

## **N. FIRST ARTICLE INSPECTION**

Supplier shall perform and document a comprehensive inspection and test of the article to assure the items conform to all specification requirements. First Article Inspections shall be performed in accordance with Aerospace Standard AS9102. First Article Inspection is required on a part representative of the production process used in the manufacture of the parts. The First Article Inspection Report (FAIR) must accompany the first shipment of parts.

If two years have elapsed since the last shipment of this part number, a new First Article Inspection is required. If an AS9102-compliant FAIR is not required, an equivalent supplier form may be used and shall include the following:

- AMF job #, part number, revision level,
- All print requirements including, Notes, Feature, Tolerance,



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- Actual measured value, Method of Gauging, Accept/Reject indication

Where physical testing is required, the results of the test must be recorded. Where special processes are required, verification of each special process must be recorded, applicable certifications retained, and available for review (or submitted with the FAIR if requested by AMF). The date, signature and title of the person performing the FAIR must be included.

## **O. SURVEY/AUDIT RIGHTS**

AMF Customers and/or regulatory agencies shall have the right to conduct surveys and perform surveillance and have access of Manufacturer facilities to evaluate their capability to comply with contractual requirements.

## **P. SPECIAL PROCESS APPROVAL**

Heat treating, welding, electroplating, laser cutting, EDM, ECM, Non-Destructive Testing, etc. are considered special processes and require approval by AMF prior to use. The Certificate of Conformance shall include the specification number and revision level for all special processing performed. Special processes, once approved, may not be changed without AMF. approval of changes.

## **Q. APPROVED INSPECTION PLAN**

When requested, Suppliers shall submit a detailed inspection plan to AMF Facility for approval before manufacturing begins. Supplier inspection shall be in accordance with the AMF approved inspection plan for the part number ordered.

## **R. APPROVED SOURCE OF MATERIALS**

When specified, all material used in fulfilling this order must be supplied by a Supplier approved by AMF unless specifically authorized in writing to the contrary.

## **S. SHELF-LIFE DATA**

The supplier shall furnish the date of manufacture, useable shelf life, expiration date of useable shelf life, any storage requirements and any safety warnings for each item shipped. Material Safety Data Sheets must be included with each shipment. Items will not be accepted by AMF where the remaining shelf life is less than 75% of total shelf life or more than 1 year from the date of manufacture.

## **T. IDENTIFICATION AND CONTROL BY LOT**

When specified, traceability of items shall be by lot number rather than individual serial number. Seller shall assign a common lot number to all items in a specific manufactured lot.

## **U. IDENTIFICATION AND CONTROL BY SERIAL NUMBER**

When specified, the seller shall identify individual serial numbers, to all items shipped to AMF and shall appear on the certification. Serial numbers shall be assigned by AMF. The method of marking will be specified in the Purchase Order or on a furnished drawing. The Seller shall maintain traceability of each serialized item to raw materials used in its manufacturing processes.

## **V. TEST AND INSPECTION REPORTS**

Test and inspection reports, with measured data as required by the applicable Purchase Order, must accompany each shipment.

## **W. SPECIALTY METALS**

DFARS 252.225-7009 Preference for Domestic Specialty Metal, (June 2013) applies to all orders if specialty metals are being furnished, or if required by contract, DFARS 252.225-7014 Alt #1 Preference for Domestic Specialty Metals, April 2003.

Contact AMF Purchasing for clarification or applicability, if necessary.

## **X. BUYER FURNISHED MATERIAL**

When AMF furnishes material, the Seller's System shall provide for the following:

1. Examination upon receipt for transit damage
2. Verification of quantity
3. Storage against damage
4. Improper use or disposition.

The Seller must furnish certification that materials used were those furnished by the Buyer and no un-authorized substitution was made.

## **Y. APPROVED SUPPLIERS**



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As required, AMF “Approved Suppliers” are responsible for maintaining a list of their approved suppliers and shall have it available upon request for review by AMF. Information shall include name, address, nomenclature of parts or services provided, part numbers and other pertinent information requested by AMF. Suppliers shall only purchase aircraft related parts from their Suppliers that are controlled by AMF by approval or inspection.

## **Z. CHANGES TO WORK**

The Supplier shall make no Changes to Work under this Purchase Order or Contract including any change in design, manufacturing process, materials, or otherwise which may affect form, fit, or function of the Work without prior notification to and approval by AMF. Such notification shall consist of detailed drawings clearly defining such Changes and the date such Changes are proposed to be effective. Such notification shall not constitute approval of the proposed change nor relieve the Supplier of the obligation to comply with P.O. requirements. If the proposed Change is approved, the Change Approval shall be documented.

## **AA. MOVEMENT OF WORK**

The Supplier agrees that the manufacturing and/or fabrication of Work being delivered under this Purchase Order will not be moved to another production facility without the express written approval of AMF.

## **AB. CALIBRATION SYSTEM COMPLIANCE OF INSPECTION, MEASURING AND TEST EQUIPMENT**

A system for the maintenance and calibration of inspection, measuring, and test equipment shall be maintained in accordance with ISO 17025 and suppliers of calibration services must be certified to that standard. All calibration standards must be traceable back to NIST (National Institute of Standards & Technology) and the NIST test number shall be included on the Certificate of Conformance. If any measuring equipment is found out of tolerance AMF must be notified. “As Found” and “As Left” data shall be included where applicable.

## **AC. FOREIGN OBJECT DEBRIS (FOD)**

Supplier shall comply with AS9146 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective FOD prevention program through a Continual Improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

## **AD. EXPORT/IMPORT CONTROLS (ITAR)**

Supplier shall control the disclosure of, and access to, technical data, information, and other items including hardware received under this Purchase Order in accordance with U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR) and the U.S. Department of Commerce, Bureau of Industry and Security (BIS), and Export Administration Regulations (EAR). All suppliers must comply with the appropriate level of CMMC control of US-government CUI (Controlled Unclassified Information). Contact AMF Purchasing for clarification or applicability.

## **AE. COUNTERFEIT PARTS AVOIDANCE**

Supplier shall ensure that controls are in place to reduce and mitigate the risk of Counterfeit components and/or assemblies from AMF in compliance of AS6174 and their Quality Management System. This Procedure outlines the process of procuring parts from reliable sources, assure authenticity and conformance of procured parts, to control parts identified as Counterfeit and report Counterfeit parts to AMF and Government Investigative authorities. Any questionable items should be referred to AMF.

REV	DESCRIPTION	DATE RELEASED
A	Release documentation.	05/21/2019
B	Changed sections are indicated by a vertical bar in the margin on the left.	10/15/2021