

7/22/08

**TO: Suppliers of Advanced Machining**

Advanced Machining tracks supplier performance based upon quality, delivery, and provision of required certificates/test reports, as applicable, and maintains supplier data accordingly. If suppliers fail to meet Advanced Machining's requirements for quality, delivery, terms and conditions (including those stated herein), Advanced Machining personnel will resolve such issues using means appropriate to the nature and severity of problems encountered. Resolution may involve correction, Corrective Action, or disqualification of suppliers from use, depending on the nature and severity of the issues.

To become and remain a supplier to Advanced Machining, please read, acknowledge, and accept the following Advanced Machining supplier requirements, applicable until further notice:

Suppliers must use special process sources that are approved by Advanced Machining customers, as required. Suppliers must abide by Advanced Machining's customers' supplier approval requirements, which are identified in Advanced Machining Purchase Orders, or in other written statements of requirement, when applicable.

Suppliers are required to notify Advanced Machining of nonconforming product when it is discovered at suppliers' locations, and in cases where release to Advanced Machining has occurred, if applicable. Advanced Machining's General Manager and/or affected Advanced Machining customer representative must review and disposition such nonconforming product according to established Advanced Machining or customer procedures.

Suppliers are required to notify Advanced Machining of changes in product and/or process definition impacting the quality of products of processes for which Advanced Machining is responsible. Advanced Machining's General Manager and/or affected Advanced Machining customer representative must review and approved proposed process changes before they are implemented, as required by Advanced Machining customers.

Suppliers are required to provide right of access by Advanced Machining management, Advanced Machining's customers, and regulatory authorities to all facilities involved in the order and to all applicable records. Advanced Machining's customers or customer representatives are granted the right to verify at suppliers' premises (and at Advanced Machining's premises) that subcontracted product conforms to specified requirements.

Suppliers are required to flow down to their suppliers/subcontractors any applicable requirements in the suppliers' purchasing documents, to ensure Advanced Machining customer requirements are communicated to all responsible suppliers, including key characteristic requirements, as applicable.

Suppliers are responsible to take Corrective Actions when Advanced Machining or Advanced Machining's customers flow down corrective action requirements, in cases when it is determined that suppliers are responsible for root cause. Actions may be documented using Advanced Machining's Action Forms, Advanced Machining's customer's forms, or supplier forms, as appropriate. Suppliers are required to respond to Corrective Action requests in a timely manner. Corrective Actions must demonstrate cause analysis, action implementation, and verification of action effectiveness. Should actions prove ineffective, alternate actions may be requested, or suppliers may be disqualified from use.

Finally, suppliers of calibration services or calibrated devices are required to provide certificates of calibration bearing traceability to the National Institute of Standards and Technology (NIST), and reporting "as found" information and "adjustment" information, as applicable.

The above terms and requirements pertain to each Advanced Machining's Purchase Order and purchasing contract; acknowledgement and acceptance of the above terms and requirements will be evidenced by suppliers' acceptance of Advanced Machining's Purchase Orders or purchasing contracts. The following requirements additionally apply to suppliers of special processes.

<b>Advanced Machining</b>	<b>Supplier Requirements</b>
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Advanced Machining Supplier Requirements, page two of two.  
 Top signature block to be completed by all Suppliers.

I acknowledge and accept the Supplier requirements as specified in page one.

Company Name: \_\_\_\_\_

Company Representative \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Process Suppliers please read next section and sign below.

**Pertaining to suppliers of special processes** (e.g., welding, heat treating, plating, finishing, etc.):

Advanced Machining requires suppliers of special processes to provide evidence of process validation according to the requirements of ISO 9001 and AS 9100, 7.5.2. Evidence of validation could include a third party registration to ISO 9001, AS 9100, or similar standard that requires validation of special processes. Alternatively, suppliers of special processes may provide a letter or other evidence of process validation (e.g., from aerospace customers). (A response written in the space provided below may also be acceptable; please sign, date, and return via fax.)

Evidence of process validation must demonstrate conformity to the following requirements (excerpted from ISO 9001/AS 9100, 7.5.2):

The organization **shall** validate any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement. This includes any processes where deficiencies become apparent only after the product is in use or the service has been delivered.

Validation **shall** demonstrate the ability of these processes to achieve planned results.

The organization **shall** establish arrangements for these processes including, as applicable:

- a) defined criteria for review and approval of the processes, qualification and approval of special processes prior to use,
- b) approval of equipment and qualification of personnel,
- c) use of specific methods and procedures, control of the significant operations and parameters of special processes in accordance with documented process specifications and changes thereto,
- d) requirements for **records** (see 4.2.4), and
- e) revalidation.

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_