AS9100 Supplier Terms and Conditions Agreement

1. Where required on the SPMF Purchase Orders, its suppliers must use SPMF, customer-approved special process sources.
2. SPMF is to be contacted (by the supplier) in the event of nonconforming product/material. Arrangements for the approval of supplier nonconforming product/material must be as directed by the SPMF Quality Manager.
3. Furthermore the supplier is required to notify SPMF, of any changes to a product and/or process and to obtain approval from the SPMF Quality Manager when applicable.
4. SPMF, their customers and regulatory authorities retain the right of access to all supplier facilities involved in this order and to all applicable records.
5. The AS9100 standard requires that all applicable customer/regulatory/AS9100 requirements for the supplier to flow-down to sub-tier suppliers (includes requirements in the purchasing documents and key characteristics where required). However, SPMF does not allow its aerospace suppliers to subcontract any product or process to a sub-tier supplier without SPMF expressed written consent.
6. SPMF performs inspection activities to ensure that purchased product meets purchase requirements. They may include:
7. Receiving inspections (of supplier’s product/services/documents) may be/are performed by a designated employee. SPMF verifies the authenticity of the appropriate certificate of conformity, material certificates, etc… and other accompanying documentation by review and comparison (as is appropriate) to the drawing and/or industry specifications or by other means. When necessary, SPMF may inspect or audit at the suppliers facility.
8. Furthermore, products are inspected to ensure they meet requirements and the results are recorded (as appropriate). All special processes (shot peen, anodizing, etc…) where the compliance cannot be verified by inspections will require a Certificate of Conformity.
9. When appropriate SPMF may delegate the inspection authority to one of its approved suppliers. SPMF will communicate the inspection requirements (including approved monitoring and measurement equipment/methods) and SPMF will maintain a record of those approved to carry out such inspections.
10. When SPMF or its customer intends to perform verification at the supplier’s premises; SPMF will first state the intended verification arrangements and the method of product release. This information will be communicated on the SPMF purchase order via another acceptable purchasing agreement.
11. Where specified in the contract SPMF’s customer or customer’s representative will be afforded the right to verify at the supplier’s premises and SPMF’s premises that subcontracted product conforms to specified requirements. Verification by the customer is not used by SPMF as evidence of effective control of quality by the supplier and shall not absolve SPMF or its supplier of the responsibility to provide acceptable product, nor shall is preclude subsequent rejection by the customer.
12. To prevent the purchase of counterfeit or suspect/unapproved products and to ensure product identification and traceability (and for other reasons) SPMF will institute controls that include the requirement of material certificates, certificates of conformity and/or other supporting documentation from its suppliers as is appropriate. These requirements may be specified on SPMF’s purchase order or may otherwise be communicated to the supplier.
13. Records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.
14. SPMF expects 100% on time delivery. If the agreed upon delivery date cannot be met, the appropriate SPMF purchasing agent must be notified in advance. SPMF performs annual supplier performance evaluations based on delivery, quality and customer service. Suppliers who fall below the acceptable rating will be notified in writing and required to provide a formal corrective action plan for improvement.
15. SPMF may also require specific actions where timely and/or effective corrective actions to a supplier issue(s) are not achieved. These actions may include but are not limited to any or all of the following: withholding payment until the issue is resolved, removal of the supplier from SPMF’s Approved Supplier List and/or legal action.
16. All calibrations requiring multiple points to establish linearity will have three points minimum.
17. Product and/or service must conform to stipulated requirements. Calibrations must be traceable to NIST.
18. All required documentation (certifications, test reports, MSDS, etc…) must be included with each shipment. Failure to provide required documentation may be cause for rejection. Quality records maintained by suppliers (subcontractors) must remain legible, readily identifiable and retrievable for a minimum of 10 years or as identified by the purchase order.
19. Suppliers shall control their processes and vendors processes to meet the following AS9100 requirements:
20. The processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions revision levels of documents);
21. the approval of:

1. Products and services;

2. Methods, processes, and equipment;

3. The release of products and services;

C. competence, including any required qualification of persons;

D. the external providers’ interactions with the organization;

E. control and monitoring of the external providers’ performance to be applied by the organization;

F. verification or validation activities that the organization, or its customer, intends to perform at the external providers’ premises;

G. design and development control;

H. special requirements, critical items, or key characteristics;

I. test, inspection, and verification (including production process verification);

J. the use of statistical techniques for product acceptance and related instructions for acceptance by the organization;

K. the need to:

− implement a quality management system;

− use customer - designated or approved external providers, including process sources (e.g., special processes);

− notify the organization of nonconforming processes, products, or services and obtain approval for their disposition;

− prevent the use of counterfeit parts (see 8.1.4);

* notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization’s approval;

− flow down to external providers applicable requirements including customer requirements;

− provide test specimens for design approval, inspection/verification, investigation, or auditing;

− retain documented information, including retention periods and disposition requirements;

L. the right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;

M. ensuring that persons are aware of:

− Their contribution to product or service conformity;

− Their contribution to product safety;

− The importance of ethical behavior.

N. SPMF and its suppliers shall take into consideration the potential impact of externally provided processes, products and services on the organizations ability to consistently meet customer and applicable statutory and regulatory requirements: the effectiveness of the controls applied by the external provider: and the results of the periodic review of external provider performance.