Supplier Quality Requirements

AS9100-aligned purchasing flow-downs

Document ID	**SM-QA-001**
Status	FINAL

Applicability and precedence

Applies only when referenced by the purchase order, and in proportion to the supplier/product risk and order-specific requirements. Buyer Quality and Purchasing determine applicable requirements.

1. Purpose; applicability

This document establishes supplier controls supporting Specialty Machine's purchasing and externally provided process controls under AS9100. Requirements apply to suppliers providing products, processing, inspection, calibration, or services that may affect product conformity, safety, traceability, or customer/regulatory compliance, to the extent invoked on a purchase order. Requirements marked "when required" apply only when specified by PO, drawing, customer flow-down, or law. This document does not itself require all suppliers to hold AS9100 certification.

2. Supplier approval and monitoring

Buyer evaluates and monitors suppliers based on risk, capability, quality, on-time delivery, responsiveness, special-process status, and corrective-action performance. Suppliers shall provide reasonable supporting information and respond to improvement requests. Buyer may change supplier approval status or increase verification where performance or risk warrants.

3. QMS and process control

Suppliers shall operate controls appropriate to the goods or services provided and any QMS standard expressly required by the PO (for example ISO 9001, AS9100, ISO/IEC 17025 for specified calibration or testing). Certification is mandatory only when expressly flowed down. Suppliers shall ensure adequate planning, competent personnel, equipment, monitoring, documented process control, and verification of output.

4. Requirements review and flow-down

Before acceptance, Seller shall review PO revisions, drawings, specifications, special characteristics, acceptance criteria, delivery requirements, and applicable customer, statutory, and regulatory flow-downs. Seller shall flow down applicable requirements, including key characteristics, critical items, product safety, counterfeit prevention, records, and right of access, to relevant sub-tier suppliers and remain responsible for conformity.

5. Product safety; ethics; awareness

Personnel whose work affects the product shall understand their contribution to conformity, product safety, and ethical behavior. Suppliers shall address product safety hazards, report safety-related defects, and maintain proportionate training or awareness evidence. Buyer may request evidence of qualifications for special processes and critical inspection functions.

6. Change notification and approval

Seller shall notify Buyer before implementing changes affecting form, fit, function, design revision, specified materials, controlled processes, approved special-process sources, manufacturing site, key sub-tier sources, or validated inspection methods when these changes affect the PO or require customer approval. Written Buyer approval is required where the PO, drawing, qualification status, or customer/regulatory requirement demands it. Internal routine changes with no conformity impact remain under supplier control.

7. Special processes

Where applicable, special processes (including plating, coating, heat treatment, welding, nondestructive testing, and chemical processing) shall use qualified personnel, validated/approved methods, and customer-approved or accredited facilities when specified. Provide certifications identifying process, applicable specification and revision, lot/batch, and approved source as required. Buyer approval of a processor does not relieve Seller of responsibility.

8. First article inspection and validation

Where invoked, perform first article inspection to AS9102 or the specified alternative, including partial/delta FAI after applicable changes. Submit FAIR and objective evidence at the time and in the format specified by the PO. Where not invoked, normal product verification and required inspection records still apply.

9. Identification; traceability; preservation

Maintain identification and traceability to materials, lots, heats, batches, manufacturing and processing records, and inspection results to the extent specified. Prevent mixing and deterioration through controlled handling, packaging, shelf-life management, FOD prevention where applicable, and identification of nonconforming or suspect product.

10. Counterfeit prevention

Apply risk-based controls to prevent counterfeit or suspect counterfeit parts and materials. Use OEMs, authorized distributors, or approved alternate sources when the PO requires them; retain chain-of-custody and authenticity evidence where applicable. Quarantine and immediately notify Buyer of suspect counterfeit product affecting an order.

11. Inspection; objective evidence; release

Perform required inspection and testing using suitable calibrated equipment. Supply certificates of conformity, material test reports, special-process certificates, inspection results, and other records when called for by PO or drawing. A certificate of conformity shall identify supplier, PO, part and revision, quantity, lot/serial where required, applicable specifications, and authorized signatory.

12. Nonconforming product; escapes; corrective action

Segregate and control nonconforming material. Do not ship nonconforming goods, repair product, or accept a use-as-is deviation without Buyer's written disposition. Notify Buyer within 24 hours after discovery of an actual or suspected escape affecting already shipped goods, or sooner when law or customer requirements require; provide part/lot, quantities, shipment dates, risk, and immediate containment information. For internal nonconformity not affecting delivered goods, notify Buyer when PO or customer requirements so specify. Provide documented root cause, containment, corrective action, and effectiveness verification by the deadline agreed with Buyer.

13. Right of access and source inspection

Buyer, its customers, and regulatory authorities shall have access to applicable areas of facilities and relevant records at any supply-chain level where required by PO or law. Coordinate visits with reasonable notice and protect unrelated customer confidential information, safety rules, export-controlled data, and site security. Verification by Buyer does not relieve Seller of responsibility.

14. Records retention and disposition

Retain required quality, production, inspection, calibration, FAI, material, processing, and corrective-action records for at least 10 years after final delivery for orders subject to this document, unless the PO, customer, or law requires longer. Make records retrievable and legible; protect them against loss and unauthorized change. Before destruction after the retention period, comply with any PO notice or return requirement.

15. Supplier performance and escalation

Buyer may evaluate OTD, quantity conformance, internal/external defects, escape severity, responsiveness, and corrective-action closure. Persistent adverse trends may result in corrective-action requests, enhanced incoming inspection, temporary suspension, or removal from the approved supplier list. Safety or regulatory concerns may require immediate containment.

16. Controlled technical information

Handle ITAR, EAR, CUI, and other restricted information only as authorized by law and the PO. Flow down applicable access restrictions, security obligations, and incident reporting to authorized sub-tier providers. Do not assume commercial quality certification satisfies cybersecurity or export-control obligations. Contact Buyer before sharing controlled drawings with a new processor.

17. Supplier applicability matrix

Tier A — critical/regulated products, key characteristics, special processes, ITAR/CUI access: full relevant requirements and PO-specific controls; enhanced approval and monitoring. Tier B — material, inspection, calibration, or other conformity-impacting providers: applicable QMS, traceability, competence, records, nonconformance, and access requirements. Tier C — non-product-impacting indirect purchases: legal, commercial, ethical and basic security requirements as applicable; product-specific AS9100 controls generally not invoked. Buyer determines tier by risk and PO; this matrix does not override customer-specific requirements.