

## Additional Requirements for Suppliers of AS9100 Material

- **Employee Communications** – Suppliers must communicate to all their employees and ensure that they are aware of their contribution to product or service conformity, product safety, and the importance of ethical behavior.
- **Changes** – Any changes in process, product or service, supplier, or location of manufacture, shall require advance notification and approval by Manufactured Assemblies Corp. (MAC). Note: some aerospace customers and government agencies require approval of changes per contract or law.
- **Sub-Tier Suppliers** – When the need of outsource work occurs (using sub-tier suppliers), MAC must be notified in advance as some aerospace customers have approved sources for plating, coating, heat treatment, welding, etc. This requirement applies to MAC and the suppliers contracted by MAC to perform work and services, or provide products. MAC and aerospace customer's requirements must flow down to any supplier's sub-tier suppliers, including any special requirements, critical items or key characteristics. Service work (plating, coating, heat treatment, etc.) must be to the applicable issue of customer specifications.
- **Certificate of Conformance** – All orders or lots require certificate of conformance (material certification and inspection and test data to show that verification has occurred and the lot meets all requirements. Identification and traceability for each lot must be maintained and linked to the certificate of conformance (material certification and inspection & test data).
- **Record Retention** – Manufacturing documentation, Material Certification, Inspection and Test records, and Product Traceability records must be retained for a minimum of 5 years unless specified otherwise by a specific purchase order.
- **Nonconforming Product** – When nonconforming product has been shipped to MAC they are to be immediately notified for appropriate control and disposition. Root cause analysis and timely, effective corrective actions are required when the supplier is responsible for the root cause of a problem. Suppliers will implement and control processes appropriate to their organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product delivered to MAC.
- **Conditions under which product malfunctions, defects, and un-airworthy conditions have to be reported and dispositioned:** All nonconformities shall be addressed as nonconforming product as defined above. Disposition of malfunctions, defects, and un-airworthiness may require disposition by MAC or MAC's customer. If special instructions are required they will be communicated to the supplier through the Purchase Order or other agreed upon methods.
- **Counterfeit Parts** – Suppliers will have a documented process for the prevention of counterfeit or suspect counterfeit parts in products delivered to MAC.
- **Right of Access** – MAC and/or its aerospace customer's representative, and government authorities have the right of access to all facilities involved in the processing of MAC orders, including all applicable records. MAC and its aerospace customers, aerospace customer's representative and government authorities intend to perform verification activities at supplier's premises when warranted and to assure product and services conform to specified requirements. Advance notification will be provided.
- **Specific Authority Approval Requirement:** MAC will specify any required product acceptance approval requirements and may periodically request that statistical techniques for product acceptance and related instructions for acceptance be provided, if required, other than for certificates of conformance as specified above, within Purchase Order special notes.
- **Format and Contents of Delivery Documentation Requirements:** Any documentation required beyond the Certificate of Conformance that is to be delivered with product will be documented on specific Purchase Orders.
- **Quality** – Verification by MAC or its customer shall not be used as evidence of effective control of quality and shall not absolve the supplier of the responsibility to provide acceptable product or service, nor shall it preclude subsequent rejection by MAC or its customer.