



Supplier Quality Requirements ATM00083, Rev.0

Supplier Quality Requirements

Effective Date: 8/22/2019
Maxwell Lowther, Operations Manager, on 8/22/2019
Management Approval, Bill Colburn, CFO 8/22/2019

1 Purpose

To communicate quality requirements to Atomic Machine and EDM (ATM) suppliers, include those listed on ATM purchase orders.

2 Applicable Forms and References

The table below identifies the applicable document number and title to this procedure

Document Number	Title
AS9100	Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
ASQR-01	Aerospace Supplier Quality Requirements
AS6174	Standard for Counterfeit Material, Assuring Acquisition and Conforming Material

3 Point of Contact

Unless otherwise specified, the Atomic Machine and EDM (ATM) purchasing personnel which issues a purchase order may be considered the primary point of contact (POC) for all required communication.

If the purchasing agent is unavailable, please contact an ATM representative at;

Phone: 239-353-9100
Email: info@atomicmachine.com
Fax: 239-353-9105

4 Certification of Conformance

Requirements for certifications of conformance (CofC) shall be specified on individual purchase orders. All required CofC's shall be made available at or before the time of delivery. The certification shall contain the signature of a Quality Representative or authorized personnel of the certifying company, as well as a date. Each lot in the shipment must be segregated and identified to include the quantity and an identifier on each CofC in order to maintain lot traceability.

CofC's may be supplied with the shipment or emailed to the appropriate ATM POC detailed in Section 3 of this document.

5 Traceability

If material is purchased through a distributor, the distributor must provide a CofC confirming there is no traceability loss from all intermediaries back to the source.

All product shipped on each line item of each PO must be from a single traceable lot (i.e. Lot, Heat Batch, etc.) of raw material or external process.

Split or Multiple material lots must be approved by ATM prior to shipping.

If a line item is to be split, the physical material must be adequately segregated and identified to the specific lot. Traceability to each individual lot of material must be maintained.

6 Nonconforming Product

ATM shall be notified immediately (within 24 hours or next business day) of suspect nonconforming material which has been shipped to ATM.

ATM must approve any nonconforming material or product that deviates from purchase order requirements before it is dispositioned at "use-as-is" and shipped to ATMs facility.

7 Notification of Changes

ATM requests to be notified of any relevant changes to processes, products or services, including changes to your sub-tier suppliers or location of manufacture.

Suppliers of special processes (passivation, anodizing, etc.) must notify ATM immediately of any changes in their quality system certification, registration or accreditation status.

Contact ATM immediately with any interruptions in supply or late delivery.

8 Flow Down to Sub-Tier Suppliers

All requirements of the original purchase order are to be flowed down to all sub-tier suppliers along the supply chain. To ensure requirements are met, Suppliers shall apply appropriate controls to direct and sub-tier suppliers.

9 Document/Record Retention

Document retention requirements and duration may be specified on each purchase order as appropriate. When ASQR-01 or other aerospace quality system requirements are specified on a purchase order, the minimum retention time for quality records shall be 10 years.

10 Right of Access

Suppliers shall allow ATM representatives, ATM customers, and regulatory agencies right of entry into applicable supplier's facilities in order to determine and verify product, process, records, personnel, material, procedures and/or systems. Access to supplier's applicable documentation shall also be provided.

11 Conflict Mineral Policy

Suppliers should maintain reasonable due diligence with their supply chains to assure that "conflict minerals" as defined by the Consumer Protection Act of 2010 and the Dodd-Frank Wall Street Reform (i.e. gold, tantalum, tin and tungsten) are being sourced from;

- Mines and smelters out the "Conflict Region" (i.e. the Democratic Republic of the Congo and surrounding countries)
- Mines and smelters which have been certified by an independent third part as "Conflict-free"

12 Counterfeit Avoidance and Mitigation

Suppliers should maintain a counterfeit avoidance and mitigation program in accordance with AS6174 or other standard as appropriate to the nature of their business.

13 Monitoring of supplier's performance

Supplier performance is monitored by ATM by measuring on-time delivery dates and product quality. If you cannot meet a requested delivery date, please contact your ATM POC to negotiate a revised due date.

Other metrics may be applied as necessary and will be communicated through individual purchase orders when needed.

14 Other requirements

Additional requirements may be detailed on purchase orders as appropriate and including:

- ATMs approval of:
 - Products and services;
 - Methods, processes, and equipment;
 - The release of products and services.
- Competence, including any required qualification of personnel;
- The supplier's interactions with ATM;
- Control and monitoring of the supplier's performance;
- Verification or validation requirements which ATM, ATMs customers, intend to perform on the supplier's premise;
- Special requirements, critical items, or key characteristics;
- Test, inspection, and verification of processes;
- Use of statistical techniques for product acceptance;
- Use of ATM approved external providers. Including process sources.
- Ensuring that personnel are aware of
 - Contribution to product/service conformity.
 - Contribution to product safety.
 - Importance of ethical behavior.

15 RECORDS/OBJECTIVE EVIDENCE

The retention duration for records referenced in this procedure are available on ATM's server database.

Records maintained in accordance with ATM00028 Control of Documents Procedure

REVISION HISTORY

Revision, approved date, effective date, and a document change summary for this document is located on ATM's server database in the Document Control log.