

# AS9100 Supplier Quality Requirements

The following Supplier Quality Requirements will apply to orders for AS9100 materials/products from Tarvin Precision:

**To provide valid Certificates of Conformity as required,** containing the following information, as appropriate: Supplier Name, Purchase Order Number, Date, Part Number, Revision, Quantity, Special Processes, Authorised Signature, Title and Statement Certifying Product Compliance and Traceability.

**To operate an effective Quality System,** meeting the requirements of ISO 9001, AS9100, AS9120 or equivalent to provide a means of ensuring that its material or products conform to specified requirements.

**Communication:** as part of operating its effective Quality System, the supplier will communicate to its employees, to other personnel working on its behalf, and to its sub-tier suppliers, the importance of their contribution to product or service conformity and safety, and of the importance of ethical behaviour.

**Skills and Competence:** the supplier must ensure that its employees, and other personnel working on its behalf, are sufficiently trained and competent to meet the requirements of the services or products ordered by Tarvin Precision.

**Design and development control:** unless specified in the Purchase Order, this requirement does not apply.

**Co-operate in control and monitoring of performance:** Tarvin Precision monitors the performance of its supply chain by measuring the Quality and Delivery of the products or services provided by its suppliers. In the event of defective products being received, Tarvin Precision will issue a Non-Conformance Report to which the supplier must respond promptly, identifying the root cause, and carrying out effective corrective actions to rectify the fault, and to prevent recurrence.

**Carry out test, inspection, and verification (including production process verification) as required:** where calibrated equipment is required to meet the requirements of the services or products ordered by Tarvin Precision, then the supplier must ensure that its equipment is suitably calibrated, and that valid calibration certificates are available for inspection if requested by Tarvin Precision, or by its customer, or by Regulatory Authorities where appropriate.

**Use of statistical techniques for product acceptance where required:** where the Purchase Order includes instructions for acceptance using statistical techniques, the supplier must use the sampling method specified on the Order, or use a suitable alternative sampling technique (by prior agreement by Tarvin Precision) in order to accept the product prior to despatch.

**Provide test specimens as required:** for inspection/verification, investigation and/or auditing purposes.

**Provide right of access as appropriate.** Access will be granted to all facilities involved in the order, and to all applicable records, for verification of parts and materials at the supplier's (and at any sub-tier supplier) premises.

**Control of, and access to, Quality Records:** records related to the manufacture and/or process operations, including inspection and test are to be retained by the supplier, and made available on request for verification by Tarvin Precision, or by its customer, or by Regulatory Authorities where appropriate. Unless otherwise specified, the period of record retention will be for a minimum of ten years, and disposal of records will require prior permission from Tarvin Precision, or by its customer, or by Regulatory Authorities where appropriate.

**Control & Prevention Of Foreign Object Debris -** Tarvin Precision operates within NAS 412 National Aerospace cleanliness standards to control and prevent foreign object debris (FOD) and of the resulting foreign object damage (FOD) that may be caused by this debris. It applies to all products being manufactured within the Company. Cleanliness is maintained so as not to cross contaminate all product, with extra controls defined for aerospace. When supplying goods to Tarvin Precision, suppliers should apply the principles of NAS 412 in the following areas:

- |  |                                  |
|--|----------------------------------|
| • Handling of material                                   | Incident investigation/reporting |
| • Housekeeping   | Awareness/employee feedback.     |
| • Control of tools and personal items                    | Packaging requirements           |
| • Control of hardware/consumables and hazardous material |                                  |

**Control of counterfeit material / parts:** the supplier must ensure that products or goods supplied to Tarvin Precision must not contain counterfeit material or products. If found, the items must be quarantined and segregated, and Tarvin notified so that appropriate corrective action can be taken.

The Supplier must also notify Tarvin Precision of any counterfeit material or products discovered after despatch, so that appropriate corrective action can be taken.

**Control of non-conforming product:** the supplier must obtain written approval from Tarvin Precision prior to the despatch of any Non-Conforming material or products. The supplier must notify Tarvin Precision of any Non-Conforming material or products discovered after despatch, so that appropriate Corrective Action can be taken.

**Control of Special Processes:** The supplier - and any sub-tier suppliers used - shall be Tarvin Precision and/or Customer approved for any process considered to be a Special Process.

**Notifying changes in product/process definition:** the supplier must notify Tarvin Precision of any changes in product and/or process definition, and obtain prior approval by Tarvin Precision or its customer.

**Notifying changes of circumstances:** The supplier must inform Tarvin Precision of any changes to its certification, registration and/or accreditation status, and of any other changes that may affect Quality such as change of ownership or manufacturing location.

## AS9100 Supplier Quality Requirements, continued...

**Use of sub-tier suppliers:** The supplier must use sub-tier suppliers designated by Tarvin Precision - or its customer. If one is not designated, then Tarvin Precision - or its customer must give prior approval for use of any sub-tier supplier. When the supplier sub-contracts a process or requirement to a sub-tier supplier, the all the relevant requirements must be flowed down to that supplier. Approval does not relieve the supplier of the responsibility for assuring that work performed or products supplied by the sub-tier supplier are in accordance with requirements.

**First Article Inspection:** when requested on the Purchase Order, the supplier will provide Tarvin Precision with a First Article Inspection Report (FAIR). A First Article Inspection is a representative sample, which has been 100% inspected for conformance to requirements, from the first batch produced from a new or modified drawing, following a change in the manufacturing process, or as required by Tarvin Precision or its customer.

**REACH (Registration, Evaluation, Authorisation and Restriction of Chemical Substances):** all suppliers of materials and components to Tarvin Precision must comply with the requirements of this European Community Regulation.