



## QMS / AEROSPACE SUPPLIER REQUIREMENTS

Purpose: to provide additional emphasis on certain quality management system requirements pertaining to suppliers of parts or processing services for aerospace applications.

**Special Instructions: In accepting an Arc-Tronics, Inc Purchase Order, the Supplier agrees to all of the terms and conditions and requirements as specified on the Arc Tronics, Inc Purchase Order. In the event of a conflict between said terms and conditions, instructions, and terms specifically set forth on the face of the Purchase Order, the later shall prevail.**

### Suppliers must:

- Achieve and maintain “Approved Supplier Status”
- Suppliers must verify and provide objective evidence that all personnel are effectively trained and/or certified where applicable to perform process actions on Arc-Tronics product(s).
- Supplier will meet applicable IPC and MIL standards as referenced and applicable
- Suppliers providing electronics components will adhere to SAE AS5553 standards current revision to ensure no counterfeit parts shall be shipped to Arc-Tronics. Non-Franchised Suppliers will provide the applicable documents as referenced within the standard.
- Not deviate from previously agreed-upon control plan requirements, material specifications/designated sources or manufacturing processes employed at the time of initial part approval without Arc-Tronics approval.
- Maintain accountability for all products, including: revision status of all parts/components, traceability to date of manufacture and material used, and specific records of nonconforming product disposition *completion*. *No change to revision level is allowed without Arc-Tronics written consent.*
- Maintain positive physical control and identification of nonconforming product designated as scrap until physically destroyed.
- Not apply a “use as is” disposition to nonconforming product without written approval from Arc-Tronics.
- Suppliers will notify Arc-Tronics of any non-conforming products which have been identified and/or returned to said Supplier and which have been ordered by or shipped to Arc-Tronics. Report to Arc-Tronics on the same day of discovery any situations where it is discovered after-the-fact that nonconforming product was inadvertently shipped.
- Apply nonconforming product controls to product with shelf-lives, consistent with those or, as a default, to such product more than 1 year old.

- Retain inspection records with traceability to the specific related product for a minimum of 20 years after the date of manufacture. Records shall be shredded or deleted after 20 years.
- Provide a legible copy of actual inspection results with each shipment.
- Ensure stock rotation
- Inform Arc-Tronics prior to acceptance of any order for a new or existing part of any gaps in the information provided by Arc-Tronics that could result in the supplier producing any product or failing to meet any other requirements expected by/defined by Arc-Tronics.
- Accurately and completely communicate in writing all pertinent Arc-Tronics requirements to sub-suppliers, including key characteristics where required.
- Periodically check the condition of any production equipment or tooling used on aerospace parts while the equipment or tooling is in storage and exercise proper controls over inactive equipment/tooling being stored
- Accommodate reasonable requests by Arc-Tronics, its customers, customer representation or regulatory authorities for access to your facilities and product-related records.
- Ensure that personnel impacting product destined for Arc-Tronics are aware of their contribution to product/service conformity, their contribution to product safety, and the importance of ethical behavior.
- Foreign Object Debris/Damage (FOD) Prevention: Seller shall maintain a FOD prevention program in accordance with National Aerospace Standard NAS-412, Foreign Object Damage/Foreign Object Debris (FOD) Prevention. Whenever and/or wherever FOD entrapment or foreign objects can migrate, Seller shall ensure that applicable FOD requirements are flowed down to Seller's sub-tier suppliers. Prior to closing inaccessible or obscured areas and compartments during assembly, Seller shall inspect for foreign objects/materials and ensure no FOD barriers remain embedded or attached, e.g. protective plugs. Seller shall ensure tooling, jigs, fixtures, and test equipment are maintained in a state of cleanliness and repair sufficient to prevent FOD. By delivering items to Buyer, Seller shall be deemed to have certified to Buyer that such items are free from any foreign materials that could result in FOD.
- Supplier shall assure that product is handled in accordance with ESD policies (if applicable) prior to packaging.