



# Supplier Quality Manual

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**SECTION 1: SCOPE**

### **1.1 Purpose**

The purpose of this document is to provide ATD Precision suppliers with the minimum Quality requirements of accepted purchase orders.

### **1.2 Scope**

This procedure applies to all ATD Precision suppliers and all members of their supply chain that provide raw material, components and/or outside services. These requirements are in addition to those specified on the purchase order and drawings.

### **1.3 Responsibility**

It is the responsibility of our suppliers to ensure that materials components and outside services meet the requirements of this document in conjunction with the purchase order and drawings specifications.

Suppliers are required to ensure their employees are competent, qualified, and properly trained to perform task required to meet our requirements.

Suppliers are required to acknowledge (confirm) purchase orders back to ATD via email, fax or phone.

### **1.4 Contribution**

ATD Precision values its relationship with its Suppliers. We would not be able to supply our customers with quality parts and on time delivery without your commitment and contributions.

### **1.5 Safety and Ethical behavior**

We at ATD value safety for all interested parties. Therefore, we ask that you promote not only product safety but safety for your employees, and the importance of ethical behavior.

## **SECTION 2: DOCUMENTATION REQUIREMENTS**

### **2.1 Certifications and Supporting Documents**

A completed Certification of Conformance form or equivalent statement on the packing slip shall accompany all shipments. The certificate shall display, as a minimum

1. The Supplier Name and Address
2. Purchase Order number
3. Part number
4. Revision level (if applicable)
5. Quantity shipped
6. A statement certifying that the products and/or services comply with the applicable drawing and purchase order specifications

## **2.2 Certification for Special Processes – Outside Services**

In addition, Certification of Compliance for special processes requires an additional statement of certification that identifies the process performed as specified on the drawing/purchase order. Special processes include the following: All plating processes, anodizing, passivation, NDI (liquid penetrant, x-ray, and magnetic particle) inspections, and heat treating. If NADCAP is specified on the purchase order, NADCAP must be stated on the Certification of Compliance.

## **2.3 Certification for RAW material**

In addition to a packing slip, Purchase orders requiring raw materials must include a certification with the following:

1. Material description
2. Heat Lot identification
3. Specifications required by the purchase order.

## **2.4 Shelf Life**

Suppliers of shelf life sensitive materials shall also furnish a legible certificate with each shipment referencing the batch number, and shelf-life expiration.

## **SECTION 3: QUALITY**

### **3.1 Quality Management System**

The supplier shall maintain a Quality Management System which will ensure that products and services will meet the latest drawing, specification and purchase order requirements.

The supplier's Quality System shall identify the inspection status of items produced. Inspection status may be accomplished by means of stamps, tags, move tickets, routing cards or other readily identifiable methods.

### **3.2 Sampling**

If sample inspection is utilized, sampling plans must be in accordance with ANSI/ASQ Z 1.4. Sample inspection which reveals a defective characteristic will require 100% inspections for that characteristic.

### **3.3 Measuring and Test Equipment Calibration**

Suppliers measuring and testing equipment calibration/verification systems shall be able to produce documentation verification that ensures an established system and records of calibration.

### **3.4 Changes to a Supplier Quality System**

Suppliers are required to notify ATD Precision in writing of any change to their Quality System, including system registrations, changes in management/ownership, facility relocation, location of manufacture, changes in the product and/or process, change in external suppliers, or any changes that could have an impact on products or services provided to ATD Precision. Where applicable, changes will require ATD written approval.

### **3.5 Records**

Suppliers shall retain records, for a minimum of 25 calendar years, as proof of compliance to ATD Precision requirements. The supplier shall provide records to ATD Precision when requested. If the supplier discontinues business operation, records relating to ATD Precision shall be transmitted or made available for ATD precision.

### **3.6 Right of Entry**

ATD's Managers, Customers and Regulatory Agencies reserve the right to enter the supplier's facility at any level of the supply chain, at reasonable times for the purpose of inspecting processes, product and/or quality records.

### **3.7 Foreign Object Debris (FOD) Prevention**

The supplier shall determine the need for, and implement a FOD prevention awareness programs. The supplier shall prevent the introduction of foreign objects into any product delivered to ATD Precision. The supplier shall employ appropriate housekeeping practices to ensure timely removal of residue/debris generated, if any, during manufacturing operations and/or normal daily tasks. Delivered material/services must be clean and free of any debris; such as grinding dust, chips, oil, corrosion.

### **3.8 Counterfeit Material Control**

The supplier shall plan, implement and control; as appropriate to the organization; the prevention of Counterfeit and/or Suspect Counterfeit material and/or product to ATD Precision.

Counterfeit Prevention shall consider:

- Training of appropriate persons in the awareness and prevention of counterfeit parts
- Application of parts obsolescence monitoring program
- Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;
- Requirements for ensuring traceability of parts and components to their original or authorized manufacturers;
- Verification and test methodologies to detect counterfeit parts;
- Monitoring of counterfeit parts reporting from external sources;
- Quarantine and reporting of suspect or detected counterfeit parts.

## **SECTION 4: PURCHASING**

### **4.1 Supplier control of Purchased Material, Products and/or Services**

The supplier must obtain ATD's approval to outsource any processes of an accepted purchased order. Once approval is given, the supplier must flow down purchase order and/or drawing specifications. The supplier must maintain effective control of procurement sources to ensure compliance to specification and quality requirements as clearly defined on the purchase order, as well as, have an acceptable method of reviewing incoming materials or services. The supplier must maintain records that incoming materials have satisfactorily complied with all purchase order requirements.

### **4.2 Drawing/Purchase Order Requirements & Specifications**

It is the supplier's responsibility to have all current specifications and/or documents required by ATD Precision drawings and purchase order. The supplier is required to comply with the requirements of the purchase order and all referenced drawings and/or specifications. All drawings received by ATD Precision are proprietary and should not be disclosed without the permission of ATD Precision.

#### **4.3 Test Specimen**

If a additional part/specimen will be required for testing to meet the specifications of ATD's purchase order and/or drawing, please specify at time of quote and ATD will provide as such at time of order.

#### **4.4 Raw Material – Country of Origin**

All Aluminum material must be from a Domestic mill and all steel must be from a DFARS mill; unless otherwise approved by ATD Precision. ATD Precision reserves the right to return any material not from a Domestic/DFARS country of origin at the suppliers cost.

#### **4.5 Conflict Minerals**

ATD Precision prohibits the supply of goods or materials which contain conflict minerals from sources which are either known to be derived from conflict regions or are not clearly designated as "DRC Conflict Free." Suppliers shall ensure to the best of their ability that products and/or materials sent to ATD Precision do not contain any conflict minerals. If the supplier finds knowledge that conflict minerals were sent to ATD Precision, they must disclose this information in written form to ATD Precision within 48 hours of discovery.

#### **4.6 ITAR**

ATD Precision is an ITAR registered and compliant company. If the order falls under the regulations of ITAR (International Traffic and Arms Regulations), all manufacturers, exporters, brokers of defense articles, defense services or related tech data are required to be compliant with DDTC (Director of Defense Trade Controls).

#### **4.7 Sub-Tier Supplier Flow Down**

All ATD Precision suppliers accepting a Purchase Order/Contract shall flow down all requirements listed in this Supplier Quality Manual.

### **SECTION 5: HANDLING, PRESERVATION, PACKING AND SHIPPING**

#### **5.1 Packaging and Handling**

Suppliers shall package product per the purchase order requirements. Where no such requirement exists, the supplier shall assure that materials are packaged in a manner that will prevent damage, deterioration, corrosion and preclude moisture, foreign matter or contamination damage.

#### **5.2 Insurance**

Suppliers are NOT to insure any shipments, unless specified on the purchase order.

### **5.3 Shipping**

Purchase Orders are to be shipped per the PO requirements.

When UPS is the designated ship method

Small Parcel shipments, under 150 LBS or less than 7 boxes, shall be shipped ground.

Large Parcel shipments, greater than 150 LBS. or 7 boxes, shall be shipped freight.

## **SECTION 6: CONTROL OF NON-CONFORMING PRODUCT**

### **6.1 Non-Conforming Products/Services**

The supplier must notify ATD Precision of non-conforming product. If product is found to be non-conforming during processing, the supplier must obtain ATD's approval for non-conforming product disposition. In the event it is discovered that nonconforming product has previously been delivered to ATD Precision, the supplier shall notify ATD Precision within 48 hours of discovery. The notification shall be in written form such as a letter or email. The notification must include all pertinent information, such as part number, purchase order number, quantities, time frame, description of condition.

### **6.2 Damaged or Discrepant Products/Services**

The supplier may not perform any repairs such as deburring, sandblasting, welding, soldering, use of paints, adhesives, plating, stripping or other repair practice on products damaged or found to be discrepant during fabrication or processing, unless above processes are specifically required by the applicable drawing specification, purchase order, or written permission has been given by ATD Precision.

### **6.3 Corrective Actions**

Suppliers who receive a Corrective Action Request from ATD Precision for non-conforming products are required to respond within 30 business days unless an extension is requested. The response must detail the root cause of the deficiency as well as the action taken to correct it. Objective evidence such as, procedural changes, documented process improvements, training records, or Quality Manual changes should be attached to the response.

**ATD PRECISION**

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