

## **Anchor Fabricators, Inc. Purchasing / Quality Management System Requirements**

The Purchasing Requirements of the AS9100 Aerospace Standard require us to specifically ensure that our purchase orders and/or supplementary documents include and/or describe the product to be purchased, when appropriate that deal with:

- a) requirements for approval of product, procedures, processes and equipment,
- b) requirements for qualification of personnel,
- c) quality management system requirements,
- d) the identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data,
- e) requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance, and related instructions for acceptance by the Anchor Fabricators, Inc. and as applicable critical items including key characteristics,
- t) requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection/verification, investigation or auditing,
- g) Suppliers must notify Anchor Fabricators, Inc. of any nonconforming product prior to shipment. The management of Anchor Fabricators, Inc. will review the nonconforming condition and provide disposition (approval or disapproval of the supplier product to the supplier via fax or email. Notice of escapement must be notified within 24 hours of discovering that a defect has, or is suspected to have, escaped. Suppliers must notify Anchor Fabricators, Inc. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required by, obtain Anchor Fabricators, Inc. approval, and flow down to the supply chain the applicable requirements including Anchor's requirements as well as any requirements of Anchor's customers.
- h) Record retention requirements, which are to be kept indefinitely. Anchor Fabricators, Inc. must be notified and approve prior to any destruction and
- i) Supplier shall provide right of access of Anchor Fabricators, Inc., their customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

## 1. CALIBRATION, TOOLING, AND EQUIPMENT

Measuring and testing equipment used in the performance of this order shall be calibrated in accordance with ANSI/NCSL Z540-1 or ISO/IEC 17025. The Supplier is responsible for the protection, calibration, maintenance, and care (other than normal wear) of all tooling and equipment owned by Anchor Fabricators, Inc. Such tooling or equipment shall be subject to surveillance inspection upon notice and shall be returned in an acceptable condition upon demand or notice.

## 2. CERTIFICATE OF COMPLIANCE

Certification is required with each shipment unless otherwise specified. The certificate must contain a signature of a duly authorized Quality Assurance representative of the Supplier and will read substantially as follows: Materials and processes, including special processes, used to produce the item(s), components, parts, described on the Purchase Order conform to all Purchase Order requirements, referenced specifications or special requirements. It must include serial numbers, lot codes and date codes, as applicable. It must also list all Special Processes used in the manufacture of delivered items. The Supplier shall identify each individual unit/item supplied to Anchor Fabricators, Inc. with a serial or lot number as applicable. These serial numbers shall be sequential and shall not be repeated.

If specified, the Supplier shall forward reports of mechanical properties and chemical composition to show evidence of conformance to all applicable specifications for all raw material used in fabrication of the ordered material. For all material used, the Supplier must provide a certificate that reads substantially as follows: Raw materials used in this item conform to all applicable Purchase Order requirements and are traceable to test reports at the point of manufacture.

If specified, First Article Inspection shall be performed and a First Article Inspection Report (FAIR) shall be submitted for the first production run. In addition, first article inspection shall be performed on current production runs affected by design changes.

If specified, inspection measurements and/or test results of items shall be taken and included with each purchase order shipment. Actual data to be recorded shall be specified in the detail specification/drawing. The Supplier shall assure that products failing to meet performance requirements are not shipped to Anchor Fabricators, Inc.

## 5. FOREIGN OBJECT DEBRIS (FOD)

A FOD program shall be in place for the prevention, detection, and removal of foreign objects. A copy of the Supplier's FOD program shall be provided to Anchor Fabricators, Inc. upon request.

## 6. SPECIAL PROCESSING

Special processing is defined as the manufacturing step or process where the end item or result cannot be physically or visually inspected post processing. Examples include but are not limited to: plating, coatings, welding, brazing, etc. Any special processing step(s) must be identified on the Certificate of Compliance. Anchor Fabricators, Inc. and Anchor Fabricators, Inc. customer have the right of entry to the subcontractor facilities to assess the special process(s) being used to manufacture the end item and to verify the quality of work and material.

## 7. SUPPLIER FLOWDOWN REQUIREMENTS

The Supplier shall not outsource work from their facility to a sub tier without written approval from the Anchor Fabricators, Inc. Purchasing Agent unless otherwise specified. These Supplier Quality Requirements shall be flowed down to the sub tier.

Anchor Fabricators, Inc. reserves the right to require and request evidence of Supplier's ensuring that their

personnel are aware of: their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.

## 8. COUNTERFEIT PARTS

Counterfeit or unapproved parts are not deliverable to Anchor Fabricators, Inc. . The Supplier shall establish a prevention and detection of counterfeit parts program. A copy of the Supplier's prevention and detection of counterfeit parts program shall be provided to Anchor Fabricators, Inc. upon request. Note: In the event that the Supplier supplies counterfeit or suspect counterfeit material to Anchor Fabricators, Inc., Anchor Fabricators, Inc. may report this to regulatory authorities such as GIDEP.

## 9. PACKING/PACKAGING

Unless otherwise specified on the drawing, the specification, and/or the purchase order, the following requirements are mandatory:

- (a) Prior to packaging, material shall be clean (free from foreign matter). Critical functioning or close tolerance surfaces shall be cleaned to insure removal of corrosion, soil, grease, residues and fingerprints, perspiration or other acid and alkali residues.
- (b) Material not inherently resistant to corrosion shall be inhibited with a suitable medium.
- (c) Material shall be packaged to the extent necessary to provide protection from the hazards of transport, contamination and physical damage encountered in general handling, shelf storage, and issue.

## 10. ON-TIME DELIVERY REQUIREMENT

Deliveries will be considered on time is received by the due date per the PO. Supplier must notify the Purchasing Agent in writing of any potential late shipments prior to the due date. Corrective action may be requested depending on the impact to Anchor Fabricators, Inc.'s production schedule. Partial shipments may be accepted if agreed upon by the Purchasing Agent. A Supplier Performance rating report (a.k.a. scorecard) may be issued to designated suppliers. Corrective action may be requested, and approval status may be impacted.

## 11. SHELF-LIFE

No materials shall be shipped to Anchor Fabricators, Inc. with less than 80% of the full shelf-life as determined by the original manufacturer unless previously approved in writing by Anchor Fabricators, Inc. Expiration dates shall be clearly recorded on the packaging and shipping documents.

## 12. ELECTROSTATIC DISCAHRGE

All electrostatic sensitive devices and components shall be marked, packaged, and handled in compliance with ANSI/ESD S20.20 Protection of Electrical and Electronic Parts, Assemblies, and Equipment, or equivalent.