



PROCEDURE

AWI	003
Revision	B
Issued	09/09/2015
Revised	01/22/2018

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PURCHASE ORDER QUALITY REQUIREMENTS

REVISION	REVISION HISTORY	DATE
N/C	Original Issue	09/09/2015
A	Update to incorporate AS9100 rev D requirements	12/07/2017
B	Updated §7.1 and §9.1	01/22/2018

Approved by 
Imtiyaz Ahmed, Vice President, Quality & Technology

01/22/2018
Date



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1. GENERAL REQUIREMENTS

1.1. The following requirements apply to the purchase of products/services by Aerocraft Heat Treat (AHT). Please note that some requirements are specified on the purchase order while other information is contained within this document. AHT may make changes to purchase order requirements at any time in writing. If changes affect the price, the supplier shall notify AHT in writing. Suppliers shall package all material using environmental friendly materials.

2. QUALITY MANAGEMENT SYSTEM

2.1. Supplier shall have a quality management system, including an inspection system, compliant with industry standard specification, such as AS9100 for aerospace. If no such industry standard specification exists, then, the Quality Management System shall be compliant to a nationally or internationally recognized quality system. The requirements herein shall be incorporated into the quality system to the extent required for the product and services rendered.

3. PRODCUTS AND SERVICES

3.1. AHT will request products and/or services from the Supplier for which they have been approved by AHT. Supplier shall establish methods, processes and employ equipment to ensure compliance of provided products and/or services to the AHT purchase order requirements.

4. SUPPLIER INTERACTION

4.1. Supplier recognizes that the product and/or services provided by Supplier has a direct interaction with the production process at AHT, and hence, the quality of product and/or services provided by Supplier directly affects the services AHT provides to its customers.

5. QUALIFICATION OF PERSONNEL

5.1. Supplier shall ensure all personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills, and experience. Records shall be maintained to provide evidence of employee training and qualification.

6. TECHNICAL DATA, SPECIFICATIONS, AND DRAWINGS

6.1. When specifications, drawings, process requirements, inspection instructions and other relevant technical data are required, as specified on AHT Purchase Order, Supplier shall be responsible for compliance with specified requirements as well as all applicable regulatory and statutory requirements.

7. DESIGN AND DEVELOPMENT CONTROL

7.1. The Company provides heat treating services in accordance with established industry and customer specifications. It is not involved in designing services or equipment used for providing such services.

8. TEST INSPECTION AND IDENTIFICATION

8.1. When requirements for test, examination, inspection, verification (including production process verification), and acceptance criteria are specified on AHT Purchase Order, Supplier shall ensure compliance to the stated requirements. Suppliers shall ensure that traceability is maintained through all production process steps.

9. STATISTICAL PROCESS CONTROL

9.1. The use of statistical techniques shall not be employed for product acceptance without a written authorization from Aerocraft Heat Treating. Related instructions for product acceptance as provided on the purchase order shall be followed.

10. TEST SPECIMEN AND CERTIFICATE OF CONFORMANCE

10.1. When requirements for test specimen for design approval, inspection, investigation, or auditing are required, AHT will specify such information on the Purchase Order. When required, Supplier shall provide written Certificate of Conformance for all products/services provided to AHT.

11. NOTIFICATION OF NON-CONFORMANCES

11.1. Supplier shall immediately notify AHT in the event a non-conformance (i.e. discrepancy) is discovered during processing or after the product/service has been delivered. Supplier shall clearly identify non-conforming material and shall segregate the non-conforming material from acceptable product. AHT reserves the right to charge Supplier the cost of material and labor required to rework or replace non-conforming/discrepant material.

12. NOTIFICATION OF CHANGES

12.1. Supplier shall notify AHT in writing, when changes are made to the Supplier Quality Management System. These changes may include, but are not limited, to key personnel, equipment and procedures, that may affect the processing or servicing.

13. FIXED PROCESS

13.1. Many AHT customers require processes to be fixed once approved, therefore, all parameters noted on an AHT Purchase Order shall be considered fixed." No changes shall be made to process parameters unless authorized in writing by AHT.

14. RIGHT OF ACCESS

14.1. Supplier shall allow right of entry, including access to applicable records, for inspection, audit or other quality evaluation purposes, to AHT, customers of AHT, prime contractors as well as all regulatory institutions.

15. RECORD RETENTION

15.1. Supplier shall establish a process for retention of records that comply with applicable specification and prime contractor requirements, as well as a process for disposal of records after the established retention period.

16. FLOW DOWN OF REQUIREMENTS TO SUB-TIER SUPPLIERS

16.1. Suppliers shall not subcontract work without prior written approval from AHT. Once approved by AHT, the Supplier shall flow down all applicable requirements, including any key characteristics, to sub-tier suppliers on the Supplier's purchasing document.

17. AWARENESS

17.1. Supplier shall ensure that personnel are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.