

# **Spec Tool Company**

## **Flow Down Requirements for Critical Suppliers of AS9100D Products**

### **Process Changes**

Any changes in process or product shall require advanced notification and approval by Spec Tool Company. Some aerospace customers and government agencies require approval of changes per contract or law.

### **Sub-Tier Suppliers**

When the need to outsource work occurs (using sub-tier suppliers), Spec Tool Company must be notified in advance, including changes in sub-tier suppliers and changes in location of manufacture prior to making the change. This requirement applies to Spec Tool Company and the critical suppliers contracted by Spec Tool Company to perform work and services, or provide products. Spec Tool Company and aerospace customer requirements must flow down to any critical supplier's sub-tier suppliers, including any key characteristics. Service work (plating, coating, heat treatment, etc.) must be to the applicable specifications.

### **Certificate of Conformance**

All orders or lots require a Certificate of Conformance to show that verification has occurred and the lot meets all requirements. Identification and traceability for each lot must be maintained and linked to the Certificate of Conformance. Records must be retained for at least three years. Records that are no longer retained must be destroyed versus discarded. The critical supplier may be asked to provide test specimens for inspection/verification, investigation, or auditing.

### **Nonconforming Product**

When nonconforming product occurs, Spec Tool Company is to be immediately notified for appropriate controls and disposition. Root cause analysis and timely, effective corrective actions are required when Spec Tool Company determines the critical supplier is responsible for the root cause of a problem.

### **Right of Access**

Spec Tool Company, its aerospace customers, and government authorities have the right of access to all facilities involved in processing of Spec Tool Company orders and all applicable documents and records. Spec Tool Company, its aerospace customers, and aerospace customer's representative and government authorities intend to perform verification activities at critical supplier's premises when warranted and to assure product and services conform to specified requirements. Advance notification will be provided. This requirement must flow down to all levels in the supply chain.

### **Quality**

Verification by Spec Tool Company or its customer shall not be used as evidence of effective control of quality and shall not absolve the critical supplier of the responsibility to provide acceptable product or service, nor shall it preclude subsequent rejection by Spec Tool Company or its customer. If asked by Spec Tool Company, critical suppliers are required to maintain a quality management system in compliance with Spec Tool Company standards or a recognized quality management system such as ISO 9001, AS9100 or other Spec Tool Company approved quality management system.

### **Counterfeit Parts**

Spec Tool Company will not utilize counterfeit parts, and must do everything possible with its critical suppliers and sub-tier suppliers to prevent the use of counterfeit parts.

### **Employee Awareness**

Your employees, as a critical supplier of Spec Tool Company, shall be made aware of their contribution to product and service quality, their contribution to product safety, and the importance of ethical behavior.