

# ADVANCED MACHINE & TOOL CO., INC.

## Purchasing Quality Requirements

The following quality clauses are intended for use on all Advanced Machine & Tool Corp. (AMT) suppliers and their supplier chain purchase orders. Suppliers and their sub-tiers performing work for AMT agrees to the following terms and conditions, as applicable.

- Products/materials and services of external providers to be delivered on AMT's purchase orders require certification to the applicable specifications. Certifications must accompany shipment, unless otherwise specified by the P.O., the latest revision for all specifications apply.
- All products, process, and services shall comply with our requirements including approval of products, services, methods, processes, and equipment. This shall also include the release of products and services.
- The supplier utilizing special processes or identified specifications on our Purchase Order shall ensure the appropriate qualification of personnel and competency.
- Product and process requirements shall comply with all design and development control requirements.
- No substitution of materials specification, size, or any other nature will be allowed except by an amendment to the purchase order.
- The supplier shall meet all special requirements, critical items, or key characteristics.
- The supplier shall assure all test, inspection, and verification (including production process verification) is met.
- Statistical techniques for product acceptance and related instructions shall meet our requirements.
- When supplying age sensitive material, all material must be identified with the manufacturing date and shelf life expiration date. All perishable or limited life materials requiring controlled storage must specify on the container(s), the special storage requirements. No limited shelf life materials shall be shipped to Advanced Machine & Tool Corp. with less than 75% of its shelf life remaining without approval.
- For those external providers (suppliers) receiving raw material on behalf of Advanced Machine & Tool Corp., the following process must be adhered to:
  - A. Check packing slip against AMT purchase order to verify the following:
    - Proper grade/spec
    - Material certs. provided
    - Size (Dia.)
    - Weight (ft/lbs)
    - P.O. #
  - If all of the above are correct, sign & e-mail a copy of packing slip to Advanced Machine & Tool Corp. Attn: Rec. Dept. & proceed with step B. If not, contact AMT purchasing for further instruction.
  - B. Tag material with AMT PO number and part number and keep segregated until used. Material certs. are to be sent with the job when it is completed.
- The supplier shall maintain control to assure product is received in undamaged condition at destination. The supplier shall comply with special packaging instructions as indicated on the purchase order.
- The supplier shall retain and maintain documented information i.e. all records/documents pertaining to Advanced Machine & Tool Corp. procured product for a minimum of 15 years.
- The supplier shall notify Advanced Machine & Tool Corp. and obtain approval of any nonconforming material prior to shipment.
- The supplier shall notify Advanced Machine & Tool Corp. of any changes in product or processes that would affect the product and/or service supplied.
- The supplier shall prevent use of counterfeit parts.
- The supplier shall flow down all requirement to it's' suppliers and services (external providers).
- The supplier shall provide test specimens for design approval, inspection/verification, investigation, or auditing as required.
- The supplier shall notify AMT of any changes in status of certifications/registrations, facilities or address.
- The supplier must maintain a calibration system, which conforms to ISO 17025, ANSI/NCSL Z540-1 or equivalent.
- The supplier, when supplying "specialty metal" complies with DFARS 252.225-7014. Alternate 1.
- Advanced Machine & Tool Corp. reserves the right for Advanced Machine & Tool Corp. or our customer/government representative access to verify, at source, conformance of purchased products/services to satisfy requirements, where contractually specified. (Reference FAR clause 52.246-2 para. b)
- The supplier shall ensure persons are aware of their contribution to product and service conformity, product safety, and importance of ethical behavior.
- The supplier must comply with all legal requirements related to conduct, safety, etc.
- Any information/data provided by Advanced Machine & Tool Corp. is intended for use in supplying products or rendering services to AMT and shall not be disclosed to any third party unless authorized, in writing, by AMT.
- The supplier providing verification or calibration service shall record that the measurement standards utilized are traceable to national or international standards.