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Quality Requirements for Suppliers

Admill Ltd.


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1. Original – QMS Management Representative.

	Name	Date	Signature
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Verification and approval	Szafraniec Zbigniew		

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1. Purpose.

The purpose of this manual is to specify in detail the conditions imposed on suppliers of Admill Ltd also to suppliers performing external services (special processes) in order to ensure high quality of the services/products provided.

2. Scope.

This manual "Quality Requirements for Suppliers of Admill Ltd" (hereinafter referred to as "Requirements") applies to Admill Ltd procurement. The basis of the requirements for suppliers is AS9100, ISO 9001, [AS13100](#) and standards ASQR-01, SQOP 01-01, [SABRE](#). In case of any contradiction between the requirements of the order and the provisions of these requirements, the requirements of the order shall prevail. In order to ensure access to documentation and quality records on the supplier's orders, as well as to carry out audits and verification of products and processes, Admill Ltd reserves for itself and its Client the right to enter the premises of the supplier and sub-supplier companies. Admill Ltd has the right to withhold approval of a supplier in the event of reservations regarding quality, timeliness of deliveries, lack of response to recommendations made, or unsatisfactory supplier evaluation conducted.

3. Definitions and abbreviations.

AN - Nonconformance Sheet.

AQL - Accepted Quality Level,

AS9102 - Aerospace Standard - Requirements for first piece inspection,

[AS13100 - AESQ \(Aerospace Engine Supplier Quality\) Quality Management System Requirements for Aero Engine Design and Production Organizations,](#)


ASQR-01 - Aerospace Supplier Quality Requirements,

ASQR-09.1 - Aerospace Supplier Quality Requirements - Requirements for manufacturing and inspection of flight safety parts,

ASQR-20.1 - Aerospace Supplier Quality Requirements - Requirements for statistical control,

CofC - Certificate of Compliance ,

Supplier - Supplier of metallurgical materials and special services (anodizing, painting, FPI non-destructive testing, calibration, etc.),

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DQCR/DQR - Delegated Quality Control Representative - Quality representative delegated to the customer,

FAIR - First Article Inspection Report,

FPI - Fluorescent Penetrant Inspection,

KJ - Quality Control,

Buyer - employee authorized to place orders,

LCS/MCS - Laboratory Control at Source/Metallurgical Control at Source,

NDA - Non-Disclosure Agreement,

NDT - Non Destructive Test - Non-destructive testing,

OTD - On Time Delivery,

Correction - is the removal of nonconformities so that the product meets the requirements of the drawing/standards,

QAD - Quality Assurance Data - Supplemental PW product data,

RSI - Revision Status Index - List of applicable (current) revisions of PWC standards,

[SABRE - Supplier Management System Requirements for Rolls-Royce,](#)

SN - Serial number of the part/product,

SPD - Supplementary Product Data,

[SRL - Specification Revision List,](#)

Escape - material defect not reported by the supplier and not accepted by the customer, product or an error in the documentation, detected during the inspection, inspection, assembly at Admill Ltd or at another client,,

ZAM/ZUZ – Order/[Outsource services](#) - a formal commitment sent to the supplier. The order/[Outsource services](#) contains specific information such as delivery date, price, delivery terms and other delivery requirements.


Organization - means the customer of the service, i.e. Admill Ltd.

3.1 Responsibility and authorization.

-Admill Ltd. - organization is responsible for providing the supplier with all necessary instructions, standards, quality supplements of orders, as well as for citing on the order data relating to the maintenance of traceability of products.

-Suppliers are responsible for obtaining commercially available standards, such as e.g. PN, BN, AMS and for applying current revisions of standards and instructions referred to in the order and in drawings or other quality requirements such as e.g. SPD, RCC,etc.

Note: This manual is numbered according to AS9100:2016.

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4. Organization context.

4.1 Understanding the organization and its context - no additional requirements.

4.2 Understanding the needs and requirements of interested parties - no additional requirements.

4.3 Defining the scope of the Quality Management System - no additional requirements.

4.4 Quality Management System and its processes.

The supplier must have a Quality Management System and meet its requirements. Quality Management System requirements (AS9100, ISO 9001, [AS13100](#) or additional general requirements such as ASQR-01, SQOP 01-01, [SABRE](#)) depend on the supplier's qualifications. The level of Quality Management System requirements for the supplier, is defined in internal procedures. A supplier certified as having a Quality Management System of one of the above standards is required to provide a copy of this certificate to Admill Ltd. In addition, the supplier is obliged to inform about:

- the fact of suspension / loss of validity of the certificates granted to him and also to send a copy of the certificates in the event of their renewal,
- the detection of significant nonconformities by external auditors (certification companies, other UTCs),
- important change in the Supplier's Quality Management System,
- change in the process affecting the quality of the product,
- change in the place of production.

If the Supplier does not have a certified Quality Management System or its certificate does not meet the requirements of Admill Ltd the potential supplier must demonstrate readiness to adapt the Quality Management System to the requirements, and the Supplier's Quality Management System is supervised by Admill Ltd.

5 Leadership - no additional requirements.

6 Planning - no additional requirements.


7 Support - resource management.

7.1.1 Provision of resources - no additional requirements.

7.1.2 Human resources.

7.1.3 Infrastructure - no additional requirements.

7.1.4 Environment for the operation of processes - no additional requirements.

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7.1.5 Supervision of control and measurement equipment.

Periodic checking/calibration of control and Monitoring and Measurement Equipment (MME) and production equipment owned by Admill Ltd and located at the supplier's may be carried out by the supplier, based on previous arrangements in this regard with Admill Ltd. If the supplier is unable to check/calibrate, the MME/instrumentation must be returned immediately after the expiry of the check/calibration period. The supplier is responsible for creating a system ensuring periodic checks of control and measurement equipment owned by the supplier.

7.2 Competence - no additional requirements.

7.3 Awareness - no additional requirements.

7.4 Communication - no additional requirements.

7.5 Documentation requirements.

7.5.1 General requirements - no additional requirements.

7.5.3 Control of documents, quality records.

In case of having documents/records related to the performance of activities for Admill Ltd they should be stored in accordance with the requirements of the above standards (AS, ASQR, SQOP) and before destruction, after the expiry of the archiving period, inform Admill Ltd.

8 Operational activities.

8.1 For new product launches, the supplier is required to:

- Check the completeness and timeliness of the documentation in its possession, i.e. drawing, standards, technical conditions necessary for the execution of the contract,

- Analyzing the technical documentation in terms of feasibility. Develop execution technology taking into account the relevant capabilities of special process lines, instrumentation, tools, measuring means and frequency of measurements taken.


8.1.1 Operational risk management - no additional requirements.

8.1.2 Configuration Management - No Additional Requirements.

8.1.4 Prevent the use of counterfeit/suspected parts/materials - no additional requirements.

8.2 Requirements for product and services.

8.2.1 Customer communication.

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In the event of inaccuracies in the order, please contact the person at the e-mail address indicated on the order.

8.2.2 Specification of product requirements - no additional requirements.

8.2.3 Review of product requirements - no additional requirements


8.3 Design and development - no additional requirements.

8.4 - 8.4.3 Control of externally provided processes, products and services.

The supplier's outsourcing of special processes and NDT to a sub-supplier can only be done at an approved source by prior arrangement with Admill Ltd quality assurance/quality control department. In addition, suppliers, sub-suppliers performing special processes and NDT must have NADCAP certification (examples of special processes: heat treatment, painting, MPI, FPI, X-ray inspection, laser cutting, abrasive mass honing, copper plating, chromium plating, cadmium plating, silver plating, plasma plating, anodizing).

In special cases, the supplier will be informed through the order about additional requirements regarding:

- the processes, products and services to be provided,
- approval (of products, services, methods, processes and equipment, rules for releasing products and services, competencies - required qualifications),
- cooperation of external suppliers with the Organization,
- supervision and monitoring of the effects of external suppliers used by the Organization,
- activities related to verification and validation planned at the supplier,
- design and development control,
- special requirements, critical positions, key characteristics,
- research, control and verification (including the production process),
- use of statistical techniques to qualify the product,
- the needs of implementing the QMS,
- notification of non-conforming processes, products or services and obtaining approval for their disposal,
- preventing the use of counterfeit parts,
- notifications about changes in processes, products or services, including changes to external suppliers and production locations (prior written consent is required),
- forwarding relevant requirements down to external suppliers,

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- providing samples for testing,
- retention of documented information, including retention periods and disposal requirements,
- the right of access to all areas and devices related to the execution of orders and access to all documented information at each level of the supply chain
- ensure that those involved in the performance of the contract are aware of their contribution to product compliance, its safety and the importance of ethical behavior.

External suppliers are evaluated on a monthly ratings. Timeliness and quality of delivered products/services are evaluated. Depending on the evaluation results, suppliers are divided into three levels L1, L2 and L3. A level L1 supplier is a supplier that delivers quality goods on time. A level L2 supplier is a supplier that requires corrective action, such as a conversation with a supplier representative or an audit. An L3 level supplier remains an active supplier only if it is the sole source of supply for the commodity in question and its deliveries will be checked for 100% compliance with the order. In any other case, the L3 level supplier is removed from the list of approved suppliers.

[The supplier is obliged to prevent the use of counterfeit material / parts \(unauthorized copies, imitations, substitutes, etc.\) and their application in the delivered product to Admill Ltd. in accordance with the requirements of AS6174 and/or AS5553. The supplier is obliged to report within 3 working days about the suspicious delivery or the fact of detection of counterfeit components and the situation threatening the safety of the product.](#)

8.5 Production and service provision - no additional requirements.


8.5.1.1 Control of production equipment, tools and CNC/NC programs - no additional requirements.

8.5.1.2 Validation and control of special processes.

8.5.1.3 Validation of production and service processes - no additional requirements.

8.5.2 Identification and traceability.

If the supplier has a customer-approved SN serial number generation system, it shall keep records of the numbers in accordance with this system. If the supplier does not have a customer-approved SN serial number generation system, the numbers will be placed on the Admill Ltd. order each time.

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The supplier is responsible for the correct recording and identification of workpieces in accordance with the assigned SN numbers from the start of the process until shipment.

8.5.3 Customer property.

The supplier is obliged to use the entrusted material in accordance with its intended use for the fulfillment of the specific order. The entrusted material shall be identified by the supplier and properly marked in such a way as to distinguish it from the supplier's and other customers' materials, both in the production process and in storage. The supplier is obliged to make and send an inventory of entrusted material in stock and in production at least once a year and at the request of Admill Ltd customer.

Note: Admill Ltd has the right at any time of the working day to inspect the entrusted material at the supplier and take a physical inventory by confirming the inventory sheet.

8.5.4 Preservation of product.


The supplier shall secure and pack the delivered product in accordance with the requirements of the order, technical conditions or standards.

- the product shall be protected against corrosion (if preservation is applicable) for the period of storage.
- products must be packed in such a way that they do not cause mutual damage between each other when performing special processes at each stage of the process, storage and transportation.
- must ensure that the material used for packaging does not cause contamination on parts.
- the packaging used should be adapted to the weight and size of the packaged products.
- [-All products must be protected from damage caused by foreign objects. An FOD program must be implemented and maintained in accordance with AS9146 requirements.](#)

8.5.5 Post-delivery actions.

The Supplier shall cooperate in the event of discovery of a non-conforming product and the issuance of a complaint / notification by the Organization or its customer.

8.6 The supplier to the shipped part after special processes is obliged to attach CofC and other quality documents if required.

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8.7 Control of nonconforming product.

If the supplier finds any nonconformities on the products during the performance of the service, he is obliged to send by e-mail to the Quality Department of Admill LTd an electronic version of the completed form "Notification of Nonconformities by the Supplier" (Annex No. 1). The form should include a description of the nonconformity, the cause of the nonconformity and the corrective actions taken. The form should be sent to Admill Ltd. within 7 days of finding the nonconformity. Subsequently, a written instruction will be issued on the acceptance, method of repair or rejection of the product. Accepted nonconforming product should be marked with a tag, sticker or by appropriate marking at the request of Admill Ltd and delivered together with a quality certificate on which AN numbers must be referred to.

The supplier may not scrap material that is the property of Admill Ltd and has been run out due to material or other defects until the complaint / notification is completed. The supplier will be informed by the buyer or the Quality Control Department of Admill Ltd about the completion of the complaint procedure. Upon written request, the supplier is obliged to return the scrapped material, which is the property of Admill Ltd.

Complaints - if Admill Ltd detects a non-conformity in a delivery that was not previously declared, the supplier will receive information from the Quality Control / QMS Department on the ESCAPE/ 8D form.

Notifications (information) - if Admill Ltd detects in the delivery a minor nonconformity that does not affect the functioning of the retailer or scorecards received by Admill Ltd, the supplier will receive information from the Quality Control / QMS Department on the form FM 6.1.2. Notification can also be a warning signal of the first quality problems with the supplier. It may also relate to packaging and documentation.

Nonconformities require analysis and action as required in the ESCAPE document or notification (FM 6.1.2) including checking inventory for quarantine for products on which nonconformities have been detected, determining and removing the reasons for nonconformities and failure to detect them at the supplier, introducing corrective actions and evaluating their effectiveness. In the event of a complaint or notification by Admill Ltd, the supplier is obliged to consider it within 14 days (when not otherwise specified).

9. Performance evaluation.

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9.1 Monitoring and measurement.

9.1.1 General provisions.

The supplier shall inspect the product in such a way as to ensure that it meets the requirements of the drawing, technical conditions and standards. The results of inspection and testing must be documented.

9.1.2 Customer satisfaction - no additional requirements.

9.1.3 Data analysis - no additional requirements.

9.2 Internal audit - no additional requirements.

9.3 Management review - no additional requirements.

10 Improvement.

10.1 Corrective actions - no additional requirements.


10.2 Continual improvement - no additional requirements.

Attachments:

Attachment No. 1 - FM 8.3.6.1 Nonconformance Notification by Supplier.

11. History of change.

Issue	Valid from	Change card	Description of the change
WI 37/A	07.07.2015	-	First edition
WI 37/B	04.01.2018	003/2018	Update to AS9100:2016 requirements
WI 37/C	10.06.2022	033/2022	Update p. 8.5.5, 8.7 Add provisions for new FM form 6.1.2
WI 37/D	24.04.2023	025/2023	Update p. 3, 3.1, 4.4, 8.4, 8.5.4

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12. An annual review of document.

Date:	Signature:
26.01.2016r.	Karol Wilk
27.02.2017r.	Karol Wilk
04.01.2018r.	Karol Wilk
25.03.2019r.	Karol Wilk
15.04.2020r.	Karol Wilk
10.05.2021r.	Magdalena Krupa
10.06.2022r.	Magdalena Krupa
24.04.2023r.	Magdalena Krupa