

# Supplier Requirements



## 1. Purpose:

This document defines Midwest Metal Product's Supplier Requirements necessary to satisfy the standards set forth by the AS9100 Aerospace Standard.

## 2. Scope:

The following Supplier Requirements apply to all suppliers of product and/or manufacturing services determined, by Midwest Metal Products (MMP), to directly affect the quality of the products we supply to our customers.

## 3. Responsibilities:

- MMP Purchasing: Participate in the creation of and maintenance of this document. Ensure that all suppliers receive the most current revision.
- MMP Quality: Participate in the creation of this document and serve as a resource for responding to feedback and questions from suppliers regarding adherence to the requirements.
- Supplier: Shall read, understand and acknowledge the requirements as they apply to contracts entered into with MMP. Adhere to the requirements when satisfying those contracts.

## 4. Definitions:

- **MMP**: Midwest Metal Products
- **AS9100**: International Aerospace Standard for Quality Assurance, based upon the requirements of ISO9001:2008 that have been supplemented by government, regulatory and industry specific requirements.
- **ISO10012**: Requirements for Measurement Processes & Measuring Equipment
- **ANSI/NCSL Z540.1-1994**: Calibration & Measurement & Test Equipment General Requirements

## 5. Requirements:

- a. The supplier shall maintain all records of quality and traceability pertaining to the verification of parts made to print for a period of no less than 3 years. The supplier shall make available to MMP, MMP's customers and/or any regulatory authority, upon request, documentation that describes the inspection plans, work instructions, test plans and results, control plans and equipment utilized that directly affects the quality of the parts / services ordered by MMP.
- b. The supplier shall guarantee that the personnel making and inspecting the parts are qualified to perform these tasks. Training records of those personnel shall be made available to MMP, upon request.
- c. The supplier shall maintain calibration records for all inspection, measuring and test equipment, traceable to a national standard (ISO9001, ISO 10012, Mil-Std-45662A or ANSI/NCSI Z540) or, as specified on the Purchase Order, when traceability to a national standard is not applicable.
- d. **The supplier is responsible for assuring that the revision level, on the blueprint they have on file, is current with the revision level stated on the MMP Purchase Order.**  
**Note: Discrepancies shall be communicated to the MMP Buyer, immediately, upon discovery.**
- e. The supplier shall produce evidence of a documented Quality Management System. The supplier shall have completed and returned an MMP Self Assessment Questionnaire Form.
- f. Inspections of parts shall comply with an Acceptable Quality Level (AQL) sampling performed using a "zero acceptance number" sampling plan. Inspection activities shall be performed by the supplier on their premises to ensure parts meet print specifications prior to shipment into MMP, unless otherwise specified on the purchase order.
- g. The supplier shall notify MMP of any nonconforming product, including any latent defects in products already delivered to MMP. This notification shall be completed via electronic media, phone, or, in writing to the MMP Buyer or Quality Manager.
- h. The supplier shall notify MMP's Quality Manager, in writing, of any significant changes in product, process, sub-tier supplier, manufacturing location or quality organization changes.

- i. The supplier's facility and all applicable records for parts purchased by MMP shall be subject to inspection / audit at the supplier's facility by MMP, MMP's customers and/or any regulatory authority.
  - j. The supplier shall provide packaging in accordance with the best commercial packing methods, to protect the product from damage and for safety in handling during the shipping process, **or, per specific instructions noted on our Purchase Order.**
  - k. The supplier shall be responsible for assuring that all of their sub-tier suppliers utilized to provide product or services affecting MMP product quality, have in place the appropriate quality assurance and traceability programs to meet MMP requirements. A list of these sub-tier suppliers shall be made available to MMP upon request.
  - l. Traceability shall be maintained, by the supplier, by specific lots / Purchase Orders. The supplier shall make this information available to MMP upon request.
6. The following requirements are applicable when specified on the MMP Purchase Order:
- a. The supplier shall conduct and document a First Article Inspection, on one part, on all first run parts and drawing revision changes. The First Article part shall be clearly identified in a separate bag or with a tag marked "First Article." A 100% part layout, inspection report must be included with the First Article submission. On drawing revision changes, the inspection report need only include dimensions affected by the revision.
  - b. Material Certifications / Plating Certifications shall be provided per MMP purchasing instructions or as specified on the Purchase Order.
  - c. **Specific packaging instructions for plated parts.**
  - d. The supplier shall provide a signed and dated Certificate of Conformance to specification for all products / services purchased by MMP. The C of C shall contain the following information:
    - a. The date of issue
    - b. The quantity shipped
    - c. The MMP Purchase Order number
    - d. The part number and revision level
    - e. A testament of conformance to meeting all applicable MMP Purchase Order instructions, Purchase Order requirements, drawings, specifications and special process requirements.

Any questions relating to this Supplier Quality Requirements document should be addressed to your MMP Buyer or Quality Manager.

**Please acknowledge your receipt of and concurrence with this document, by signing and dating below, and returning it to:**

**Quality Department  
 Midwest Metal Products  
 800 66<sup>th</sup> Avenue S.W.  
 Cedar Rapids, Iowa 52404  
 Fax: 319-366-0798**

Company \_\_\_\_\_  
 Signed By \_\_\_\_\_ Title \_\_\_\_\_  
 Date \_\_\_\_\_