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PAGE: 1 of 5

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**Purpose:**

This document defines Midwest Metal Product's supplier (external provider) requirements necessary to satisfy the standards set forth by the AS9100 Aerospace Standard.

**Scope:**

The following Supplier (external provider) 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 (outputs) we supply to our customers.

**Responsibilities:**

MMP Purchasing: Participate in the creation and maintenance 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/External Provider: Shall read, understand and acknowledge the requirements as they apply to contracts entered into with MMP. Adhere to the requirements when satisfying those contracts.

**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 Procedure:**

- 5.1.1 The supplier (external 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 10 years. The supplier (external 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

## SUPPLIER/EXTERNAL PROVIDER REQUIREMENTS

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**PAGE: 2 of 5**

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- and results, control plans and equipment utilized that directly affects the quality of the parts / services ordered by MMP.
- 5.1.2 The supplier (external provider) 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.
- 5.1.3 The supplier (external provider) 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.
- 5.1.4 The supplier (external provider) 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 eOrder. NOTE: Discrepancies shall be communicated to the MMP Buyer, immediately, upon discovery.
- 5.1.5 The supplier (external provider) shall produce evidence of a documented Quality Management System. The supplier (external provider) shall have completed and returned the MMP Self Assessment Questionnaire form.
- 5.1.6 Inspections of parts shall comply with acceptable quality level (AQL) sampling performed using a “zero acceptance number” sampling plan. Inspection activities shall be performed by the supplier (external provider) on their premises to ensure parts meet print specifications prior to shipment into MMP, unless otherwise specified on the purchase order.
- 5.1.7 The supplier (external provider) 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.
- 5.1.8 The supplier (external provider) shall notify MMP’s Quality Manager, in writing, of any significant changes in product, process, sub-tier supplier (external provider) , manufacturing location or quality organization changes.
- 5.1.9 The supplier’s (external provider) facility and all applicable records, for parts purchased by MMP, shall be subject to inspection / audit at the supplier’s (external provider) facility by MMP, MMP’s customers and/or any regulatory authority.
- 5.1.10. The supplier (external provider) shall provide packaging per MMP specifications, or 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 the Purchase Order.
- 5.1.11 The supplier (external provider) shall be responsible for assuring that all of their sub-tier suppliers(external provider), utilized to provide product or services affecting MMP product quality, have in place the appropriate quality assurance

**SUPPLIER/EXTERNAL PROVIDER REQUIREMENTS**

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**PAGE: 3 of 5**

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- and traceability programs to meet MMP requirements. A list of these sub-tier suppliers (external provider) shall be made available to MMP upon request.
- 5.1.12 Traceability shall be maintained by the supplier (external provider) by specific lots / Purchase Orders. The supplier (external provider) shall make this information available to MMP upon request.
- 5.1.13 Suppliers (external provider) must have a program for the purpose of prevention, detection and removal of foreign object debris.
- 5.1.14 Suppliers (external provider) must prevent the use of counterfeit parts per AS9100 Rev D section 8.1.4.
- 5.1.15 Suppliers (external provider) must provide right of access to Midwest Metal Products, their customer and regulatory authorities to the applicable areas of facilities and to applicable documented information.
- 5.1.16 Suppliers (external provider) must ensure that persons performing the work are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.
- 5.2** The following requirements are applicable when specified on the MMP Purchase Order:
- 5.2.1 The supplier (external provider) 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 container or with a tag marked "First Article". A 100% 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.
- 5.2.2 Material Certifications / Plating Certifications shall be provided per MMP purchasing instructions or as specified on the Purchase Order.
- 5.2.3 Specific packaging for plated parts.
- 5.2.4 The supplier (external provider) 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
- 5.2.4.1 The date of issue
- 5.2.4.2 The quantity shipped
- 5.2.4.3 The MMP Purchase Order number
- 5.2.4.4 The part number and revision level
- 5.2.4.5 A testament of conformance to meeting all applicable MMP purchase order instructions, purchase order requirements, drawings specifications and special process requirements.
- 5.3** Any questions relating to this Supplier/External Provider Quality Requirements document should be addressed to your MMP Buyer or Quality Manager.

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**PAGE: 4 of 5**

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**Amendments:**

- Rev. A: Deleted paragraph 9 "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, and e) A testament of conformance to meeting all applicable MMP purchase order instructions, purchase order requirements, drawings, specifications and special process requirements. Re-numbered paragraphs. Added paragraph 3 "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.
- Rev. B: (6/12/10) Minor spelling and grammar corrections, changed section 5 to reflect alpha line headers from numerical. Added 5d. 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. Added 6c. Specific packaging for plated parts.
- Rev. 1: Moved to SharePoint. Revisions will now reflect the version number from SharePoint as the Rev. Level. 4/26/2011
- Rev. 2: Added "control" table at bottom of document to allow for copy to be located on MMP Website. 1-20-12 TRB
- Rev. 3: added "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." To 5a. Changed 5g "Inspections of parts shall comply with 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." TRB 2-13-12
- Rev. 4.: Corrected spelling error of maintenance. TRB 6-21-12
- Rev. 5: Ammended document to meet QSWI 60-13 documentation requirements. Re-numbered work instruction. Removed written by and approved by box. TRB 9-24-12
- Rev. 6.0: Added "5.1.13 Suppliers must have a program for the purpose of prevention, detection and removal of foreign object debris. " TRB 1-29-13

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**PAGE: 5 of 5**

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Rev. 7.0: Added verbiage to new ISO/AS standard. TP 1/3/17  
Rev. 8.0: Added 5.1.14 and 5.1.15 per AS9100/ISO audit NC. TP 3/5/18  
Rev. 9.0: Changed 5.1.1 from 3 years to 10 years per CAR 5284. TP 1/25/19.  
Rev. 10.0: Added note to header. TP 12/21/20  
Rev. 11.0: No change. TP 12/14/21

Document Number	Location of Controlled Document
QSP 79	MMP QMS