



# Supplier Requirements

**Purpose:** To define supplier requirements and communicate all purchasing requirements to Advance Turning & Mfg., Inc.'s, (ATM) supplier base. It is understood that the following requirements must be upheld to remain an ATM approved supplier.

1. Loss of any primary certification requires notification to Advance Turning & Mfg., Inc. immediately, (i.e. Nadcap, ISO, Honeywell, etc....).
2. "Due date," on the Purchase Order is the date product is received at ATM's facility, **NOT** the shipping date from the suppliers facility.
3. Supplier performance will be reviewed quarterly for a DPPM below 2000, at least 98% On Time Delivery and Corrective Actions. If the supplier fails to meet ATM's expectations, they will be assessed for a possible corrective action and/or removal from our Approved Source List.
4. When appropriate, ATM may delegate the inspection authority to one of its approved suppliers.
5. Suppliers to ATM are required to maintain job history, processing records and associated quality records for 10 years, (20 years for Williams International), in accordance with Advance Turning's record retention requirements.
6. Suppliers are required to notify ATM of any nonconforming product throughout the product realization process. Rework must be authorized by ATM prior to reprocessing. Arrangements for the acceptance of non-conforming product must be directed to the attention of the Purchasing Manager or their designee.
7. In the event of any product and/or process definition change, ATM must be notified prior to part processing.
8. ATM, our customer and all regulatory authorities reserve the right of access to all facilities involved in the purchase order and to all applicable records.
9. Sub-tier suppliers involved in the processing of ATM's customer products must be on ATM's approved supplier list.
10. All products received by Advance Turning must be accompanied by a certificate of conformity and all other pertinent information to the products and their processes including test reports, statistical records, process control information, etc...
11. ATM may require special actions where timely and/or effective corrective actions to a supplier issue are not achieved. These actions may include, but are not limited to, withholding payment until the issue is resolved, removal of supplier from ATM's approved supplier list and any appropriate legal action necessary.
12. All International Traffic in Arms Regulations, (ITAR), must be upheld where applicable.
13. ATM requires the Supplier to have a Counterfeit Prevention Program.
14. The Supplier should be aware of their contribution to the product, product safety and the importance of ethical behavior.

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Supplier acceptance signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

Contact ATM Purchasing Department if there are any questions.