	Supplier Requirements	Form F7405	Date: 07/03/18
		REVISION: 5	PAGE: 1 of 2
Written by:	Barbara Galinac	Approved by:	Mike Galinac

The requirements listed below are required on all purchase orders accepted by suppliers and must be passed down to all sub-tier suppliers. These requirements are in addition to those specified on the purchase order.

1.0 Right of Access and Source Inspection:

1.1 GTI Precision Components and its customer reserve the right to request that the supplier provide timely access to their facility for the purpose of auditing, survey of their facility, source inspection and to witness inspection, tests and manufacturing operations of services provided, product supplied or manufactured by the supplier or its sub-tier suppliers.

2.0 Certificate of Conformance:

2.1 The supplier shall certify that materials and processes provided are in accordance with purchase order requirements and all applicable specifications and drawings. The supplier shall provide raw material certifications and test reports as noted on the purchase order. Objective evidence including test, inspection and raw material records shall be maintained on file and be available for review by GTI Precision Components or its customer.

3.0 First Article Inspection:

3.1 First article inspection (FAI) shall be performed on parts that the supplier has not previously manufactured or where production has lapsed for 2 years or more. Documentation per AS9102 using forms described therein or their equivalent shall be used to document the FAI.

4.0 Record Retention:


4.1 Unless specified otherwise on the purchase order, all quality records including receiving, first article and manufacturing inspections shall be kept on file and available for review for a period of 10 years or greater.

5.0 Non-Conforming Material:

5.1 The supplier must submit a written deviation request (as an e-mail or other written form) prior to supplying any product or process that does not meet the requirements identified on the purchase order, referenced drawings or specifications. The supplier deviation request must be approved in writing prior to shipment of the non-conforming product to GTI Precision Components. Resubmitted materials previously rejected by GTI Precision Components must be segregated and accompanied by or referenced to the original rejection notice. Material review board (MRB) authority (accept as is) is not granted without written authorization from GTI Precision Components.

6.0 Measurement Equipment Calibration:

6.1 Supplier measuring and test equipment used as a basis for acceptance of product must be of suitable accuracy and undergo calibration at regular intervals in accordance with ANSI/NCSL Z540 with results traceable to the National Institute of Standards and Technology (NIST).

	Supplier Requirements	Form F7405	Date: 07/03/18
		REVISION: 5	PAGE: 2 of 2
Written by:	Barbara Galinac	Approved by:	Mike Galinac

7.0 Software Control Requirements:

7.1 Non-deliverable software that is used to inspect, test and manufacture (e.g. CNC machines and automated test systems) the product shall be adequately controlled and validated by the supplier to assure conformance of the product to drawings, specifications and purchase order requirements.

8.0 Packaging:

8.1 Unless otherwise specified by contract, the supplier shall be responsible for packaging the product to protect it against damage or deterioration during shipment. Supplier will not use newspaper as packing material. Each package shall be identified to its contents, including the purchase order, part number, quantity and any hazardous labeling or cautionary handling instructions (ESD, etc.).

9.0 Corrective Action:

9.1 The supplier is responsible for a timely (within 30 days or as requested) response to GTI Precision Components corrective action requests. Replies may be made by fax, mail or e-mail and must include root cause, correction of defect, action taken to prevent recurrence and the effective date corrective action was implemented.

10.0 Quality and Delivery:

10.1 The supplier shall provide quality products and services and on time delivery. The supplier shall also ensure that personnel are competent, trained, and qualified to perform their job duties.

11.0 Notification of Design or Process Changes:

11.1 The supplier shall notify GTI Precision Components of any design or process changes on any of their parts or any sub-tier supplied parts that affect the form, fit, functionality or safety of the product being ordered. GTI Precision Components approval shall be obtained prior to manufacture and delivery of affected product. The supplier shall notify GTI Precision Components of any change in their quality system status including third party approvals to ISO 9000, AS 9100 or similar.

12.0 Age Sensitive Materials:

12.1 All age sensitive materials that have a limited shelf life shall be identified as such and marked with an expiration date. Any special storage conditions necessary to achieve the stated life shall be followed.