



Reference Number	Requirement (from AS9100 or ACI Materials customer)	Supplier Requirement	Raw Material (Metals, Chemicals) Supplier	Service Provider (custom fixtures, automation, technical expertise)	Laboratory Supplier (i.e. calibration, testing)	Misc Material Supplier (i.e. packaging, supplies)
1	ACI Materials will communicate the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);	Any technical data will be referenced on the purchase order or order notes.	Applicable	Applicable	Applicable	Applicable
2	ACI Materials will communicate the approval of: products and services; methods, processes, and equipment; the release of products and services;	Each shipment must be accompanied by one legible copy of a certificate of analysis (C of A) or certificate of Compliance (C of C). Material certifications shall show quantitative analysis of each element and physical testing as required by specifications referenced. Traceability for Raw Material is required and shall be retained and provided to ACI Materials with product. Limited shelf life items shall be identified with expiration date and must comply with remaining shelf life requirements on the ACI Materials Purchase Order. Final acceptance of product will be at ACI Materials after receiving inspection.	Applicable	N/A	N/A	N/A
3	ACI Materials will communicate our requirements for competence, including any required qualification of persons;	Supplier shall ensure that employees and people working on its behalf are competent and trained in accordance documented job descriptions with records of training. Additional competencies or certifications we require will be referenced on Purchase Order.	Applicable	Applicable	Applicable	Applicable
4	ACI Materials will communicate our requirements for the Supplier's interactions with ACI Materials;	Your primary point of contact is the Buyer on the purchase order. In addition to the other requirements recorded within this document, Suppliers shall hold all information received from ACI Materials in confidence and no third party request for information will be authorized unless approved, in writing, by ACI Materials.	Applicable	Applicable	Applicable	Applicable
5	ACI Materials will communicate our requirements for control and monitoring of Supplier's performance to be applied by ACI Materials;	ACI Materials will score Suppliers based on Quality and Delivery. Suppliers will be issued corrective actions as warranted. Supplier late shipments and corrective actions will be reviewed at Management review meetings for increased action at Management's discretion. Any outcomes will be documented in Management Review Meeting Minutes. Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for probation or removal from ACI Materials's Approved Supplier List.	Applicable	Applicable	Applicable	Applicable
6	ACI Materials will communicate our requirements for verification or validation activities that ACI Materials, or its customer, intends to perform at Supplier's premises;	ACI Materials and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.	Applicable	Applicable	Applicable	N/A

7	ACI Materials will communicate our requirements for design and development control.	ACI Materials requires suppliers to supply products to the latest design revision or the revision specified on the Purchase Order. Additional design and development controls will be specified or referenced on the ACI Materials Purchase Order.	Applicable	Applicable	N/A	N/A
8	ACI Materials will communicate our requirements for special requirements, critical items, or key characteristics.	Special requirements, critical items, or key characteristics will be referenced on the Purchase Order.	Applicable	Applicable	Applicable	N/A
9	ACI Materials will communicate our requirements for test, inspection, and verification (including production process verification).	For calibration services, all gauges and instruments must be calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology. All provided calibration certifications must specifically state this traceability. Supplier will maintain a quality/inspection system that will ensure all goods and services conform to purchase requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers.	Applicable	Applicable	Applicable	Applicable
10	ACI Materials will communicate our requirements for the use of statistical techniques for product acceptance and related instructions for acceptance by ACI Materials.	If sampling inspection is used, supplier will use a sampling plan consistent with typical industry standards, unless otherwise specified or agreed upon in writing by ACI Materials.	Applicable	Applicable	Applicable	Applicable
11	ACI Materials will communicate our requirements for the need to implement a quality management system.	By default, a quality management system certified to ISO9001 is preferred. Calibration and testing laboratories certified to ISO/IEC 17025 are preferred. Additional or specific quality management certifications will be communicated to suppliers on purchase orders when applicable.	Applicable	Applicable	Applicable	Applicable
12	ACI Materials will communicate our requirements for the need to use customer-designated or approved external providers, including process sources (e.g., special processes).	When required by ACI Materials's customers, the purchase order will instruct Suppliers to use customer-specified sources.	Applicable	Applicable	Applicable	Applicable
13	ACI Materials will communicate our requirements for the need to notify ACI Materials of nonconforming processes, products, or services and obtain approval for their disposition;	ACI Materials will not accept Supplier product that does not meet Purchase Order requirements. Supplier product discovered after shipment by the Supplier to be nonconforming to any Purchase Order requirement shall be immediately disclosed to ACI Materials upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance. Suppliers that receive notification of Nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. The Supplier will be notified if formal Corrective Action is required to be submitted to ACI Materials. The response shall be submitted within 1 week of issue or a time frame agreed upon between ACI Materials and the Supplier. Errors with paperwork shall be resolved within 24 hours.	Applicable	Applicable	Applicable	Applicable
14	ACI Materials will communicate our requirements for the need to prevent the use of counterfeit parts.	To prevent the purchase of counterfeit or suspect / unapproved products and to ensure product identification and traceability (and for other reasons), Supplier will institute controls that include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation as is appropriate. Material and part substitutions are not allowed.	Applicable	Applicable	Applicable	N/A
15	ACI Materials will communicate our requirements for the need to notify ACI Materials of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain ACI Materials's approval;	Supplier will notify ACI Materials of any change in ownership, management, or location and are subject to re-survey and approval. Supplier will notify ACI Materials of any product or process changes or changes in approval status that affect ACI Materials product and are subject to resurvey and approval.	Applicable	Applicable	Applicable	N/A

16	ACI Materials will communicate our requirements for the need to flow down to suppliers applicable requirements including customer requirements.	Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.	Applicable	Applicable	Applicable	Applicable
17	ACI Materials will communicate our requirements for the need to provide test specimens for design approval, inspection/verification, investigation, or auditing.	When requested by ACI Materials or its customers, Supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes.	Applicable	Applicable	Applicable	N/A
18	ACI Materials will communicate our requirements for the need to retain documented information, including retention periods and disposition requirements.	Unless otherwise specified on the Purchase Order, the latest specification revision in effect at the time the lot of raw material/parts was originally manufactured or processed shall apply. In the event a document has been superseded, the latest revision of the superseding document shall apply. All certifications, test reports, and inspection reports, as well as receiving inspection, inprocess inspection, final inspection, and calibration records shall be retained for a minimum of seven years, unless otherwise specified by ACI Materials. Disposition after the required retention period is at the discretion of the supplier. These records will be made available to ACI Materials, ACI Materials's customers, or regulatory agency upon request.	Applicable	Applicable	Applicable	N/A
19	ACI Materials will communicate the the right of access by ACI Materials, ACI Materials's customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;	ACI Materials and ACI Materials's customers reserve the right to perform an on-site inspection of the Supplier's facilities or at facilities within any level of the supply chain. ACI Materials will give reasonable notification to the Supplier prior to the on-site inspection. The on-site inspection may include surveillance of the Supplier's facilities, procedures, production methods, processes, and the Supplier's Quality System. The Supplier shall furnish, at no cost, the necessary data as required by applicable Purchase Orders, specifications, and inspection instructions to facilitate the on-site inspection.	Applicable	Applicable	Applicable	N/A
20	ACI Materials will communicate our requirements for ensuring that supplier persons are aware of: +their contribution to product or service conformity; +their contribution to product safety; +the importance of ethical behavior.	Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and Suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information. Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, Supplier will communicate them to ACI Materials. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, Supplier will notify its own employees of the concern and whenever possible, mitigate the concern. Supplier will ensure that employees and people working on its behalf are aware of: • Their contribution to product or service conformity • Their contribution to product safety • The importance of ethical behavior.	Applicable	Applicable	Applicable	Applicable