

# **Quality (Supplier Flow Down) Requirements**

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**Revision: A**  
**Date: 10/1/2014**

	<b>QUALITY MANAGEMENT PROCEDURE</b>		<b>REV: A</b>	<b>Page: 1 of 1</b>
	<b>SUBJECT: Quality Requirements</b>			
<b>DOC: F-740-3</b>	<b>REVIEWED BY:</b>		<b>APPROVED BY:</b>	<b>10/1/2014</b>

**A. SUB-TIER CONTROL**

The supplier shall be responsible for flow down of all the requirements and provisions of the Apex Machining purchase order applicable to the supplier's sub-contractors. Additionally, the supplier shall comply with special processor requirements when imposed (e.g. – NADCAP, AMS, Customer approvals, etc.).

**B. RIGHT OF ACCESS**

During the performance of this purchase order, your Quality Assurance or Inspection and Manufacturing process are subject to review, verification and analysis by Apex Machining, Apex Machining customers, and/or Government/Regulatory Agency representative(s). This requirement is applicable to your facilities where Apex Machining products and services are processed as well as your sub-tier's facilities. This 'Right of Access' must be flowed down to all of the sub-tiers that you utilize in performance of the contract.

**C. SUPPLIER NON-CONFORMANCE APPROVAL REQUESTS**

*The supplier shall notify Apex Machining of non-conforming material.* Requests for any departures from drawings, specifications, or other purchase order requirements must be submitted for consideration by Apex Machining in writing. Apex Machining will in turn either approve or deny approval of the request in writing. *Non-conforming material may NOT be shipped to Apex Machining without such written approval.* Non-conforming material shipped on an approved non-conformance must be accompanied by a copy of the signed Apex Machining approval document.

**D. RECORDS RETENTION**

The Supplier shall maintain adequate records of all aspects of the fulfillment of the purchase order for a period of not less than five (5) years from the closing of the purchase order unless stated otherwise on the purchase order.

**E. CERTIFICATIONS**

Material and Plating certification are required for all purchase orders issued by Apex Machining.

**F. PROCESS CHANGES**

Any changes to the product, process, suppliers, or facility that could impact ability of product to meet Apex Machinings requirements must be communicated to Apex Machining.