



General Purchase Order Requirements for AircraftMaterialsUK.com Ltd Suppliers and Sub-contractors

AircraftMaterialsUK.com Ltd (hereafter *AMUK/we/us/our*) suppliers play a critical role in our ability to provide products and services to our customers and are therefore expected to meet with our exacting standards. It is therefore a requirement of AMUK Purchase Orders that all suppliers act in a manner consistent with the compliance and ethics standards to which we are bound.

Specific requirements for purchase will be clearly stated on any Purchase Order sent by AMUK.

The following are additional and mandatory general requirements, to which all suppliers are required to fully comply, for all aerospace and defence-related (AS9100 / AS9120) purchase orders.

Quality Management System (QMS) documentation

The supplier shall establish and maintain a Quality Management System to an internationally recognised standard. A minimum of ISO 9001 is required. For aerospace and defence-related orders, AS9120 or AS9100 must be held and the system must cover the following:

- (1) Ensure products conform to specified requirements via processes which cover testing, inspection and product verification which should include the use of statistical techniques for monitoring acceptance.
- (2) Must provide, as minimum, a copy of the OEM mill certificate or applicable release certificate and a Certificate of Conformity. Guidance on Certificates of Conformity can be found in the IAQG Supply Chain Management Handbook Section 5.2.3.
- (3) Where applicable use customer-designated and/or approved suppliers for the provision of all products and services.
- (4) Notify AMUK of any identified non-conforming products, processes or services that have either been supplied or remain in-house and obtain AMUK approval for their disposition or acceptance. This includes (but is not limited to) notifications of non-conformance issues raised at mill producers which may affect material already in the supply chain.
- (5) Have a system in place which identifies and prevents the acceptance and onward supply of unapproved, suspected unapproved and counterfeit products. Guidance on counterfeit products can be found in the IAQG Supply Chain Management Handbook Section 3.5.
- (6) Notify of any changes to the organisation. Changes to an organisation have the potential to affect quality, delivery and/or finances and must be communicated to AMUK. Changes may include; company ownership, company name, stockholding/manufacturing location, changes to quality approvals, and significant changes to processes, changes of suppliers/external providers or inspection techniques.
- (7) Be able to ensure that any quality requirements, including our own customer requirements, as stated on the PO are flowed down, as applicable, to any external suppliers/providers.
- (8) Retention / Disposition of Records. All records pertaining to quality for aerospace requirements shall be retained indefinitely. Prior agreement for disposition of specific records should be sought from AMUK.



Additional QMS Requirements for Aerospace

The supplier shall ensure that its QMS has adequate provision for:

- (1) Ensuring that all personnel have a clear understanding of their impact and potential impact to both product safety and product conformity. This can be carried out by necessary training to ensure the correct handling (prevent Foreign Object Damage in any part, process, material or packaging), issuing of correct release documents and adhering to all requirements of AMUK PO.
- (2) Ensuring that the supplier (including their employees and supply chain) operates its business activities in an appropriate, ethical and morally acceptable manner. This includes adherence to applicable national and international laws and regulations such as the Modern Slavery Act 2015 and the Bribery Act 2010. A code of ethics should also include requirements on staff and supply chain to conduct all aspects of their role in a manner which eliminates all forms of bullying, misinterpretation and misrepresentation, falsifying and all behaviour detrimental to AMUK business activities.

Right of Access

Suppliers shall provide reasonable access to their premises and facilities, manufacturing /quality records for the personnel of AMUK, its end customers and regulatory authorities for co-operation on product, process and business issues.

Protection of AMUK Information

Supplier must have in place a system to maintain all information received from AMUK in a secure and confidential manner. Information received from AMUK must not be shared with a 3rd party without prior written consent from AMUK.

Sub-Contract Processes

Supplier shall not subcontract any work stated on the AMUK PO without prior written approval from AMUK. Where subcontract work is approved by AMUK, supplier should ensure that all requirements of the AMUK PO (including the requirements set out on this document) are flowed down in their entirety.

In accepting a purchase order from AMUK, the supplier is confirming compliance with the above requirements.