



Reference Number	Requirement (from AS9100 or Andrews Powder Coating customer)	What Andrews Powder Coating Requires from Suppliers	Powder Supplier	Chemical Supplier	Outside Process Supplier	Laboratory Supplier (i.e. calibration, testing)	Misc Material Supplier (i.e. packaging, supplies)
1	Andrews Powder Coating 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 additional technical data will be referenced on the purchase order or order notes. Supplier shall meet Andrews Powder Coating purchase order requirements.	Applies	Applies	Applies	Applies	Applies
2	Andrews Powder Coating will communicate the approval of: products and services; methods, processes, and equipment; the release of products and services;	A certificate of conformance is required with shipment stating conformance to the process specification performed, in agreement with the Andrews Powder Coating purchase order.	N/A	N/A	Applies	N/A	N/A
3	Shelf life sensitive material control will be communicated to suppliers.	Shelf life controlled material shall have a minimum of 80% shelf life remaining.	Applies	Applies	N/A	N/A	N/A
4	Andrews Powder Coating 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 with documented instructions with records of training. Additional competencies or certifications we require will be referenced on Purchase Order or order notes, when applicable.	Applies	Applies	Applies	Applies	N/A
5	Andrews Powder Coating will communicate our requirements for the Supplier's interactions with Andrews Powder Coating;	Your primary point of contact is the Chief Financial Officer. In addition to the other requirements recorded within this document, Suppliers shall hold all information received from Andrews Powder Coating in confidence and no third party request for information will be authorized unless approved, in writing, by Andrews Powder Coating. Supplier information will be communicated at <a href="http://www.powdercoater.com/supplier">http://www.powdercoater.com/supplier</a>	Applies	Applies	Applies	Applies	Applies
6	Andrews Powder Coating will communicate our requirements for control and monitoring of Supplier's performance to be applied by Andrews Powder Coating;	Andrews Powder Coating will score Suppliers based on Quality and Delivery. For supplier on-time delivery, the CFO considers whether or not orders are "on-time" or "late" based on the agreed or normally expected lead time. For supplier quality, Andrews Powder Coating tracks how many supplier corrective actions were issued. Supplier performance trends are 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 Andrews Powder Coating's Approved Supplier List.	Applies	Applies	Applies	Applies	N/A

7	Andrews Powder Coating will communicate our requirements for verification or validation activities that Andrews Powder Coating, or its customer, intends to perform at Supplier's premises;	Andrews Powder Coating and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.	Yes	Yes	Yes	Yes	N/A
8	Andrews Powder Coating will communicate our requirements for design and development control.	Design and development controls do not apply to Andrews Powder Coating suppliers.	N/A	N/A	N/A	N/A	N/A
9	Andrews Powder Coating 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 or order notes, when applicable.	Per PO	Per PO	Per PO	Per PO	N/A
10	Andrews Powder Coating 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.	N/A	N/A	N/A	Applies	N/A
11	Andrews Powder Coating will communicate our requirements for the use of statistical techniques for product acceptance and related instructions for acceptance by Andrews Powder Coating.	If sampling inspection is used at supplier, supplier will use a sampling plan consistent with typical industry standards, unless otherwise specified or agreed upon in writing by Andrews Powder Coating.	Applies	Applies	Applies	Applies	N/A
12	Andrews Powder Coating will communicate our requirements for the need to implement a quality management system.	A quality management system certified to ISO9001 is preferred. Calibration and testing laboratories certified to ISO/IEC 17025 are preferred.	Applies	Applies	Applies	Applies	N/A
13	Andrews Powder Coating will communicate our requirements for the need to use customer-designated or approved external providers, including process sources (e.g., special processes).	Refer to Andrews Powder Coating purchase order for mandated sources when necessary.	Per PO	Per PO	Per PO	Per PO	N/A
14	Andrews Powder Coating will communicate our requirements for the need to notify Andrews Powder Coating of nonconforming processes, products, or services and obtain approval for their disposition;	Andrews Powder Coating will not accept Supplier product that does not meet documented requirements including supplier's Technical Data Sheet, Product Data Sheet, Andrews Powder Coating Purchase Order, or order notes. Supplier product discovered after shipment by the Supplier to be nonconforming or suspect nonconforming to requirements shall be immediately disclosed to Andrews Powder Coating 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 Andrews Powder Coating. The response shall be submitted within 1 week of issue or a time frame agreed upon between Andrews Powder Coating and the Supplier. Errors with paperwork shall be resolved within 24 hours.	Applies	Applies	Applies	Applies	Applies
15	Andrews Powder Coating 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 ensure product is labeled with suppliers branding (logo, trademarks, product names) and ensure that the labeling matches Product Data Sheets/Technical Data Sheets. Supplier shall handle suspect counterfeit material as non-conforming. Material and part substitutions are not allowed.	Applies	Applies	Applies	Applies	N/A
16	Andrews Powder Coating will communicate our requirements for the need to notify Andrews Powder Coating of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Andrews Powder Coating's approval;	Supplier will notify Andrews Powder Coating of any change in ownership or location and are subject to re-survey and approval. Supplier will notify Andrews Powder Coating of any product or process changes or changes in approval status that affect Andrews Powder Coating product and are subject to resurvey and approval.	Applies	Applies	Applies	Applies	N/A
17	Andrews Powder Coating 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 or order notes either specifically or by reference.	Applies	Applies	Applies	Applies	N/A

18	Andrews Powder Coating will communicate our requirements for the need to provide test specimens for design approval, inspection/verification, investigation, or auditing.	When requested by Andrews Powder Coating or its customers, Supplier will provide test specimens, retains or coupons for inspection/verification, investigation and/or auditing purposes.	Applies	Applies	Applies	Applies	Applies
19	Andrews Powder Coating will communicate our requirements for the need to retain documented information, including retention periods and disposition requirements.	Unless otherwise specified on the Purchase Order or order notes, 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 Andrews Powder Coating. These records will be made available to Andrews Powder Coating, Andrews Powder Coating's customers, or regulatory agency upon request. After retention period, confidential destruction of records is required.	Applies	Applies	Applies	Applies	N/A
20	Andrews Powder Coating will communicate the the right of access by Andrews Powder Coating, Andrews Powder Coating's customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;	Andrews Powder Coating, customers and regulators reserve the right of entry and to perform an on-site inspection of the Supplier's facility or sub-suppliers at all levels of the supply chain. Andrews Powder Coating will give reasonable notification to the Supplier prior to the on-site inspection. The Supplier shall furnish, at no cost, the necessary data as required to confirm compliance with applicable Purchase Orders, specifications, and inspection criteria.	Applies	Applies	Applies	Applies	N/A
21	Andrews Powder Coating 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 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 Andrews Powder Coating. 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.	Applies	Applies	Applies	Applies	N/A