



Supplier Requirements for Aerospace AS9100

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The Supplier requirements below apply to all Suppliers and sub-tier Suppliers providing raw materials, manufactured components and products to VIRTEX. Acceptance of a Purchase Order from VIRTEX binds the Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by VIRTEX and must flow down these requirements to any sub-tier Suppliers.

Note that these requirements correspond with the requirements of VIRTEX customers and with the requirements of AS9100D, Clause 8.4.3.

1. Processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);

Refer to VIRTEX Purchase Order and / or the Acknowledgement provided by Supplier

2. 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 statement of conformance unless otherwise noted in the Purchase Order. A certificate of conformance (C of C), supplied with the shipment must provide at a minimum: Supplier name, part number, purchase order number, quantity of parts, engineering revision, serial numbers (if applicable), and title and signature of authorized Supplier representative.

3. Competence, including any required qualification of persons;

Supplier will ensure that employees and people working on its behalf are competent and trained as needed to comply with all specifications.

4. External providers interactions with the organization;

In addition to the other requirements recorded within this document, suppliers shall hold all information received from VIRTEX confident and no third-party request for information will be authorized unless approved, in writing, by VIRTEX.

5. Control and monitoring of external providers' performance to be applied by the organization;

VIRTEX will score Suppliers based on Delivery, Quality, and/or Service. Suppliers will be issued corrective actions as warranted. Suppliers demonstrating 3 or more late shipments or corrective actions in a single quarter will be reviewed/recorded at Management review meetings for increased action at Management's discretion. Suppliers that fail to perform in these areas may receive further Corrective Actions.

6. Verification or validation activities that the organization, or its customer, intends to perform at the external providers' premises;

VIRTEX, its customers and in some cases regulatory authorities reserve the right to perform verification and/or validation activities at the Supplier's premises.

7. Design and development control;

Design and development control do not apply to VIRTEX Suppliers



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8. Special requirements, critical items, or key characteristics;

VIRTEX suppliers will adhere to any special requirements, critical items or key characteristics that are specified on drawings, specifications, Purchase orders, etc.

9. Test, inspection, and verification (including production process verification);

For calibration Purchase Orders, 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.

All first-time deliveries of products that are documented on a Controlled Drawing (either VIRTEX or VIRTEX Customer) shall be verified per the requirements of AS9102 and all design characteristics including Notes shall be documented on AS9102 Forms 1, 2, and 3. Supporting documents including but not limited to raw material certifications, special processes (painting, welding, chemical finishing processes, etc.), lower level drawings shall be documented. Changes in revisions (Engineering changes, manufacturing process changes, designed tooling changes) after the initial FAI has been submitted can be accomplished through a Partial FAI.

10. The use of statistical techniques for product acceptance and related instructions for acceptance by the organization;

The Supplier will use a C=0 sampling plan with an AQL of 1 or perform 100% inspection, unless otherwise specified or agreed upon in writing by VIRTEX

11. The external provider shall:

- Implement a quality management system

When specifically requested by VIRTEX in writing, Supplier will maintain a quality system in compliance to recognized Quality Management Systems and/or approved by VIRTEX

- Use customer-designated or approved external providers, including process sources (e.g., special processes);

When required by VIRTEX or by VIRTEX customers, Suppliers will use customer-specified sources.

- Notify the organization of nonconforming processes, products, or services and obtain approval for their disposition.

VIRTEX will not accept Supplier product that does not meet engineering drawing and/or Purchase Order requirements. Supplier product discovered after shipment by the Supplier to be nonconforming to any engineering drawing and/or Purchase Order requirement shall be immediately disclosed to VIRTEX 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 VIRTEX. The response shall be submitted within 1 week of issue or a time frame agreed upon between VIRTEX and the Supplier.



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- **Prevent the use of counterfeit parts (see 8.1.4);**

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. The Supplier and any sub-tier suppliers shall comply with SAE AS5553 and AS6174 to prevent and mitigate the use of counterfeit parts for both electrical and nonelectrical components supplied to VIRTEX.

Material and part substitutions are not allowed.

- **Notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain VIRTEX approval;**

Supplier will notify VIRTEX for the following (may require an updated survey and approval):

- changes in manufacturing location, management and or ownership
- any product or process changes
- Any other changes that may affect VIRTEX product

- **Flow down to external providers applicable requirements including customer requirements.**

Suppliers shall flow-down all applicable requirements to Sub-Tier Suppliers as required by the purchase order.

- **Provide test specimens for design approval, inspection/verification, investigation, or auditing;**

When requested by VIRTEX, the supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes.

- **Retain documented information, including retention periods and disposition requirements;**

Unless otherwise specified on the Purchase Order, the latest specification revision effective during the time the lot of raw material/parts was manufactured or processed shall apply. In the event that a document has been superseded, the latest revision of the superseding document shall apply. All test reports, certifications and inspection reports (including receiving, in-process and final inspection) shall be retained, for a minimum of ten years, unless otherwise specified by VIRTEX. These records will be made available to VIRTEX, its customers, or regulatory agency upon request.

12. **The right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.**

Upon reasonable notification, VIRTEX and its customers reserve the right to perform an on-site Audit, inspection or visit of the Supplier's facility. This may include the Supplier's processes, procedures and the suppliers Quality System. The Supplier shall provide all necessary data as required by applicable drawings, Purchase Order, specifications, and inspection instructions to facilitate the on-site inspection notification.

13. **Ensuring that persons are aware of:**



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- ***their contribution to product or service conformity;***
- ***their contribution to product safety;***
- ***the importance of ethical behavior.***

Supplier must comply with all applicable laws and regulations and be committed to the highest standards of ethics and business conduct.

Supplier must not engage in unfair business practices (i.e. business gifts, etc.), and should avoid involvement in activities that could be perceived as a conflict-of-interest.

Supplier will protect proprietary rights and intellectual property rights of customers and Suppliers and take care to protect sensitive information including personal, confidential, and proprietary information.

Supplier to enforce all product safety requirements, including the management of critical items and key characteristics. Supplier to communicate any concerns regarding product safety to VIRTEX.

14. Prevent Foreign Object Debris

Supplier is required to have a FOD prevention program (Foreign Object Debris) to ensure the detection and removal of residue/debris during operations and normal daily tasks



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Change History

Process Owner: Materials Manager	Approved by: Management Representative
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Rev	Date Effective	Page(s) Changed	Change Description	Author	Approval
A	3-14-19	All	New Release		
B	8/28/19	All	Update company name and general formatting		
C	9/9/22	2	Added AS9102 FAI requirements to document		
D	2/19/24	3	Added AS5553 and AS6174		
Last Review:		Review By:	VO Contreras	Review Date:	2/19/2024