

SUPPLIER PURCHASING AGREEMENT

This agreement outlines SAM NI Engineering (SAM NI) requirements in relation to the purchasing of materials and services in accordance with AS 9100 Quality Management Systems –Aerospace – Requirements.

The Supplier and SAM NI Engineering must be in agreement before supply of materials and services.

AS 9100 Requirement	SAM NI Requirements.	Additional Note/s
Name or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant data.	SAM NI will supply copies of all applicable documentation and reference all specifications and drawings on Purchase order/s.	Supplier to control all documentation and ensure confidentiality as notified. Supplier to control all documentation, ensuring he is holding correct issue and dispose of all OBSOLETE documentation in a secure manner.
Approval of Product	Requirements will be specified in Purchase Order (PO). Requirements for samples will be specified in Purchase Order (PO). Requirements for First Article Inspection will be notified in PO. Production stoppages of more than 24 months will require a First Article Inspection to approve product. Product changes must be requested from SAM NI and approval sought.	Evidence of approval must be forwarded when requested by SAM NI. Samples must be forwarded for approval as requested in PO. Production can only commence when SAM NI approval is issued. First Article Inspection reports must be forwarded, when requested by SAM NI. Production cannot commence until approval is granted by SAM NI and/or main customer as applicable. Production stoppages of more than 24 months will require a First Article Inspection as standard. Any product changes must be requested from SAM NI and approval sought.
Non-Conforming product.	Supplier must notify SAM NI of any significant Non-conformance which affects the product.	Concessions can only be granted with Main customer approval and must be signed by SAM NI and Supplier. Copy of concession to be held by SAM NI and supplier.

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	Supplier must notify SAM NI within 24 hours of any suspected nonconforming product which has been shipped.	
Approval of procedures	Any procedures requiring approval will be notified to supplier in PO.	Two copies of Procedures must be forwarded to SAM NI for approval. After approval signed copy will be returned to Supplier.
Approval of processes	Any processes requiring approval will be notified to supplier in PO. Arrangements for approval will be detailed. NOTE: Supplier must use customer-approved special process sources when notified by SAM NI. Details of source/s will be forwarded to Supplier as part of purchasing process.	SAM NI will visit supplier to approve processes, as appropriate. NOTE: It is a requirement that the supplier notifies SAM NI of any process changes which may affect the product/service ordered by SAM NI. This is of utmost importance if change affects a Key Characteristic.
Approval of Changes	Any changes in product and/or process, changes of suppliers, changes of manufacturing facility location, including any approval registrations/certificates i.e. ISO 9001 or AS9100.	Where required, SAM NI must be informed prior to any change being completed.
Approval of equipment	Any equipment requiring approval will be notified to supplier in PO. Arrangements for approval will be detailed.	Approval can be achieved by forwarding machine capability studies as appropriate. Supplier will be notified by SAM NI of approval.
Certificate of Conformance (C of C)	Requirement for C of C will be stated in PO	C of C must be signed by Supplier's Quality representative and state that products/materials have been inspected and or tested and meet SAM NI and/or customer specification.
Counterfeit product	Requirement for assuring traceability of parts and components to their original or authorised manufacturers.	SAM NI must be informed of any Reporting and quarantining of suspected or detected counterfeit parts which could impact on product conformance
Material Test Certificates	Requirement for Mill Certificate will be stated in PO.	Mill Certificate must be forwarded to SAM NI for all metals.
Qualifications of personnel	Any specific Qualification relating to personnel will be stated in PO.	Qualification of personnel will only apply when specified by SAM NI Customer.

Record Control	All records created by and /or retained by suppliers must be controlled.	All records created by suppliers must be controlled and held for a minimum period of 15 years unless otherwise stated. Disposition of records to be notified and authorised by SAM NI (previously JW Kane) prior to records being destroyed. Records must be available to our customers and Regulatory Authorities on request.
Quality Management System requirements	Any specific requirements relating to Quality Management Systems (QMS) will be stated in PO.	It is preferred for the supplier to hold AS9100, or if not ISO9001 certification for its QMS
Right of access	SAM NI, its customer or Regulatory Authority reserves the right to visit their suppliers and 2 nd tier suppliers involved in the order to carry out an audit or investigate a complaint. SAM NI suppliers shall maintain a list of approved suppliers.	Arrangements for visit will be agreed with supplier by SAM NI.
Flow down of purchasing documentation and key characteristics.	It is the supplier's responsibility to flow down SAM NI's requirements to sub tier suppliers.	Supplier shall ensure that sub tier supplier is made aware of all Key Characteristics relating to the product/process. Supplier shall maintain list of approved sub-tier suppliers.
Awareness of Product Safety & Ethical Behaviour	Ensure that persons are aware of their contribution to product/service conformity and product safety, and the importance of working in an ethical way.	Suppliers shall (where possible) ensure product safety and ethical behaviours are upheld throughout their processes and operations, this requirement shall be flown down to sub tiers also.