AWARENESS

As a supplier to A.T. Waveguide Components, you have become a key contributor to the products and services that we deliver to our customers. We value the conformance of your products and services to our specifications and requirements, your contribution to product safety, and your ethical business practices.

SCOPE  
A.T. Waveguide Components quality requirements are applicable to all external suppliers and sub-tier suppliers who furnish parts and components, processes, or services to be incorporated into A.T. Waveguide Components contractually identified products or services delivered. All Suppliers accept the following minimum AS9120 requirements and stipulations, which apply to all Purchase Orders issued by A.T. Waveguide Components

Applicability

• When a supplier has questions or concerns about these requirements, then they will contact A.T. Waveguide Components either via email or telephone.   
• A.T. Waveguide Components will communicate to suppliers the requirements for approval of processes, products, services to be provided, and the release of products and services on an approved Purchase Order.

Meeting Conformance  
• A.T. Waveguide Components performs inspection activities to ensure that purchased product meets requirements, including:

A. Receiving inspections (of supplier products / services / documents). A.T. Waveguide Components verifies the authenticity of the appropriate certificate of conformity, material certificates, etc. and other accompanying documentation by review and comparison (as is appropriate) to the drawing and/or industry specifications, or by other means. When necessary, A.T. Waveguide Components may inspect or perform an audit at the supplier’s facility.

B. Product inspections to ensure they meet requirements, dimensions, etc. Special processes (anodizing, heat treat, welding, etc.) where compliance cannot be verified by inspection will require a Certificate of Conformity.

C. At a minimum, Product/service conformity and on-time delivery will be monitored. Key suppliers will be evaluated on a periodic basis.

ON SITE VERIFICATION

•A.T. Waveguide Components may request on-site product verification and inspection, at supplier’s premises when source inspection is required or when other methods of testing, inspection and verification are not adequate. When A.T. Waveguide Components or its customer intends to perform verification at the supplier’s premises, A.T. Waveguide Components will first state the intended verification arrangements and the method of product release. This information will be communicated on the A.T. Waveguide Components RFQ, purchase order, or via another acceptable purchasing arrangement.

ADDITIONAL REQUIREMENTS

A.T. Waveguide Components reserves the right to designate requirements for first article reports or tests, specimens, design approval, inspection/verification sampling, statistical techniques, and/or key characteristics. Additional requirements above and beyond the normal deliverable items will be specified in the Purchase Order.

Quality Management System Requirements  
• A.T. Waveguide Components, requires suppliers to maintain compliance to a Quality Management System standard and notify Buyer of changes to compliance or certification status.

Approved External Providers

• If indicated, customer-designated or approved external providers, including process sources must be used.

Non-Conforming Processes and Products  
• The supplier must contact A.T. Waveguide Components in the event of nonconforming product/material. Suppliers shall notify A.T. Waveguide Components, of nonconforming processes, [products or services and obtain approval for their disposition.

Counterfeit/Unapproved Parts Prevention  
• All suppliers are required to have policies and procedures to prevent the use and delivery of suspect unapproved, unapproved, and counterfeit parts. A.T. Waveguide Components will be notified immediately upon discovery of any counterfeit, suspect unapproved, or unapproved parts by the supplier. If products delivered under this order constitutes or includes Counterfeit Parts, Supplier shall, at its expense, promptly replace such Counterfeit Parts with genuine parts conforming to the requirements of this order. Notwithstanding any other provision in this order, Seller shall be liable for all costs relating to the removal and replacement of counterfeit parts.

Notification of Change  
• The supplier shall notify and obtain approval from A.T. Waveguide Components of any changes to processes, products, or services, including any changes of external suppliers and manufacturing locations.

Flow Down  
• Suppliers are required to flow down all applicable requirements and regulatory information to external providers. This information will include but not be limited to associated purchase order requirements and customer requirements.

Product/Process Documentation  
• As per indicated on the A.T. Waveguide Components Purchase Order, products or services must be accompanied by the appropriate records or documentation. This may include Certificate of Conformance, Certificate of Origin, Traceability Records, test reports, drawings, inspection reports, or other relevant technical data.

Documentation Retention  
• All quality documents and records that are associated with an accepted purchase order, including testing reports, certificates, and traceability documentation, will be available for a period of at least 10 years. The disposition of the records will be through electronic archiving.

Right of Access  
• A.T. Waveguide Components, authorized customers, and regulatory authorities reserve the right of access to all applicable supplier facilities, areas and to documentation, at any level of the supply chain, as deemed required.