1.0 Scope

This standard defines the requirements for American Standard Circuits' providers and applies to all materials, parts and services purchased by ASC.

2.0 Responsibility/Authority

Purchasing Manager is the process owner who manages purchasing and has final approval of this document, initiates staff training, monitors supplier performance , and is responsible for flow down of ASC's customer requirements.

3.0 Associated Documents

3.1 **Purchase Order Terms and Conditions (available at: www.asc-i.com)**

3.2 **Supplier Quality Requirements (available at: www.asc-i.com)**

3.3 **Supplier Code of Conduct (available at: www.asc-i.com)**

3.4 **Counterfeit Materials Policy (available at: www.asc-i.com)**

3.5 **QMSF-008A Supplier Risk Assessment Criteria and Critical Raw Materials**

3.6 **QMSF-001 Manufacturing Process Audit**

3.7 **QMSF-002_External Service Provider Audit Check sheet**

4.0 Provider Understanding of ASC's Quality Management System

4.1 All providers shall understand ASC's QMS requirements to AS9100 (current revision), IATF16949 (current revision) and ISO 13486 (Current revision) concerning control of externally provided processes, products, and services.

4.2 ASC may use the customer designated or approved provider including process source (e.g., Special processes).

4.3 Services requiring either C of C certifications or reports results shall be reviewed for accuracy and completeness to the requirements of the international standards. Any discrepancies to these documents shall be corrected as required prior to completion.

4.4 Providers shall be re-qualified once every three years.

4.5 ASC Purchasing Department will periodically review supplier performance and provide feedback to the supplier.

4.6 ASC Purchasing Department has primary responsibility for initiating approval of External service providers prior to awarding business and placement of the initial order.

4.7 By signing off on the attached qualification form, the provider understands, and is in full agreement with ASC's requirements.

4.8 Providers shall ensure that employees and people working on its behalf are competent (including any required qualification of persons) and trained in accordance with the requirements of AS9100, where applicable.

5.0 Purchase Order Requirements

5.1 Provider is required to maintain control of quality records for a minimum of 10 years. If after 10 years provider intends to discard/destroy records, provider shall provide ASC written notice a minimum of 30 days in advance of destruction.

5.2 Provider shall maintain measuring and test equipment required to assure conformance to ASC PO requirements along with a corrective action process to eliminate causes of nonconformities to prevent recurrence.

5.3 Provider shall provide verification of the product including objective evidence of product quality and verifying that the product is not counterfeit. (C of C. CoA, test reports).

5.3.1 **When a customer or ASC has identified raw material as a significant operational risk (e.g., critical items), ASC will implement a process to validate the accuracy of test reports.**

5.3.2 **ASC will implement inspection or periodic testing, as applicable, when there is high risk of nonconformities including counterfeit parts.**

5.4 Provider is expected to provide 100% conforming product to ASC.

5.5 Provider shall notify ASC's Purchasing and Quality/Engineering Department in writing of any process/product changes that could impact form, fit or function and obtain ASC's approval, and to also notify ASC in writing of any significant organizational or facility changes.

5.6 Provider shall not ship any product that does not meet all drawing and PO requirements without prior written ASC approval.

5.6.1 **If nonconforming product has been inadvertently shipped, provider shall notify ASC ASAP and obtain organization approval for nonconforming product disposition.**

5.7 ASC has the right of entry to all provider facilities to determine and verify product quality and accessibility to all quality records. Right of access includes ASC's customers and regulatory authorities to the applicable areas of facilities and to applicable information at any level of the supply chain.

5.8 Perishable material must be clearly identified with the date of manufacture and date of expiration and have at least 50% of shelf life remaining at time of delivery.

5.9 Hazardous materials shall be clearly identified as such and the supplier shall provide safety data sheets with first delivery.

5.10 Provider shall have a program in place to preclude, detect and remove any counterfeit product parts or materials.

5.11 Product and materials shall be packaged using the best commercial practices to prevent damage, deterioration, and degradation.

5.12 Provider shall flow down the requirements of this specification along with any other requirements specified on the ASC PO as required to assure compliance with this process.

5.13 Provider shall have a process in place to assure FOD free products (foreign object debris) are delivered to ASC.

5.14 Provider shall employ statistical sampling or 100% inspection for acceptance of product prior to shipment, or employ in-process controls, tests, or inspections capable of ensuring final product conformance to requirements.

5.15 Provider shall ensure its employees are aware of their contribution to product safety , product or service conformity and the importance of ethical behavior.

5.16 If you are providing laboratory facilities for inspection, test or calibration services and your laboratory is accredited to ISO/IEC 17025 or national equivalent that includes the relevant inspection, test, or calibration service in the scope of the accreditation your calibration or test report shall include the mark of a national accreditation body.

5.17 Provider shall provide test specimens for design approval, inspection, verification (Including production process verification), investigation or auditing.

6.0 ASC AUDIT CRITERIA

6.1 ASC may require an on- site or Remote Quality Audit to assess the External service Providers ESPs current status related to Quality, Product Safety, Delivery and Cost. The purpose of the Audits can be announced because of poor performance, to check potential risks, or as a planned preventive or repetitive action.

6.2 Audits will be conducted at the ESPs facility or development center if onsite and may include any sub- SUPPLIER.

6.3 Audits are determined on risk analysis, associated with product / regulatory requirements, as well the need, type, frequency, and scope of the audit, such as, but not limited to: QMS- Audit, Process Audit, Product Audit or Product Safety Audit.

6.4 ASC may use form number QMSF-001 Manufacturing Process Audit or QMSF-002_External Service Provider Audit Check sheet while evaluating the ESP depending on type of service provider (Manufacturer or Distributor).

6.5 Second party audit can be conducted for External Service Provider which are evaluated and identified in “Low” , “Medium”, or "High" risk category by ASC, if required. If a second party audit is not conducted, then the ESP will be monitored as per the supplier monitoring frequency.

6.6 ASC shall provide the audit report, including findings, to the ESPs.

6.7 ESPs shall address the audit nonconformities observed during the audit. ESPs shall respond to ASC within 5 business days to contain the finding with a defined containment.

6.8 ESPs shall address the audit results within 30 calendar days from the receipt of the audit report. All responses must follow the 8D methodology and timing or as agreed upon between ASC and the External Service Provider.

6.9 In the event of deviations being noted during the audit the supplier obligates themselves to set up a coordinated action plan.

6.10 ASC’s SUPPLIER audit frequency may be increased due to repetitive quality issues and poor performance.

Provider Qualification Form

Section A: Company Information

Organization Name:

Material/Service to be Qualified:

Contact:

Email:

Phone #:

Fax #:

Address:

City:

State/Country/Zip:

Section B: Management

Does your organization track quality and on-time delivery performance? ☐ Yes ☐ No

Does your organization use multi-disciplinary decision making? ☐ Yes ☐ No

Section C: Quality System Certification

Is your organization (check all that apply)

1) Compliant to ISO 9001 through 2nd party audits ☐ Yes ☐ No
2) Certified to ISO 9001 through 3rd party audits ☐ Yes ☐ No
3) Certified to ISO 9001 with compliance to other customer defined QMS requirements ☐ Yes ☐ No
   (such as Minimum Automotive Quality Management System Requirements (MAQMSR)
   or equivalent through 2nd party audits
4) Certified to ISO 9001 with compliance to IATF 16949 thru 2nd party audits ☐ Yes ☐ No
5) Certified to IATF 16949 through 3rd party audits ☐ Yes ☐ No
6) Certified to AS9100 ☐ Yes ☐ No
7) If you are providing laboratory facilities for inspection, test, or calibration services:
   a. Do you have a defined laboratory scope that includes the capability to perform the required inspection, test, or calibration? ☐ Yes ☐ No ☐ N/A
   b. Is your laboratory accredited to ISO/IEC 17025 or national equivalent that includes the relevant inspection, test, or calibration service in the scope of the accreditation and will your calibration or test report include the mark of a national accreditation body? ☐ Yes ☐ No ☐ N/A

If "Yes" to # 2, 3, 4 ,5, or 6 above, Sign and date and send the completed form along with a copy of your quality certification(s) electronically to ASC, otherwise proceed to Section D

Section D: Non Certified Management Systems: Organizational Planning

Has management:

- Established a quality policy and organized business to meet customer needs? ☐ Yes ☐ No
- Identified organization resources/responsibilities? ☐ Yes ☐ No
- Established measurement against goals, documentation, and records? ☐ Yes ☐ No

Operation & Control

Does management:

- Review customer orders, and has a system to control changes? ☐ Yes ☐ No
- Control processes? ☐ Yes ☐ No
- Perform process audits? ☐ Yes ☐ No
- Are material handling, storage, packaging, and delivery methods in place? ☐ Yes ☐ No
- Are you an original material manufacturer or an authorized distributor? ☐ Yes ☐ No

- Are you committed to providing ASC counterfeit-free materials or services? ☐ Yes ☐ No

Survey Completed by: Date:

Section E: To Be Completed By American Standard Circuits

Reason for Provider Addition:

Qualified? ☐ Yes ☐ No

Qualification Status:

Risk Management: Completed by:

RISK	LOW	MEDIUM	HIGH	Risk Mitigation (if MEDIUM or HIGH)
Continuity of Supply	☐	☐	☐	
Quality	☐	☐	☐	
Counterfeit Material	☐	☐	☐	
Operational Risk / Critical Material	☐	☐	☐	

TRB Approval (1 signature required):

Date:

If any answer to Section B, Section C.7 or Section D is "NO", below additional "Approvals" are required

Director of Operations: Date:

CEO: Date:

Revision History

Revision	Date	Description of change(s)
8	08/25/2021	AS9100D Suppliers flow down requirements revision; 4.1, 4.7, 4.14 & 4.15 for clarification.
9	08/30/2022	Revised Section 2, added Section 3, added 4.4, added CoA and Test Reports to 5.3, Revised Risk Management of Section E of Provider Qualification Form
10	07/18/2023	Revised section 5.3 and added section 5.3.1 as per AS 9100 D Clause Requirement (8.4.2). Revised section 4.2 , 4.5 , 4.6 ,4.8, 5.5 , 5.15 , 5.17 as per AS 9100 D Clause Requirement (8.4.3).
11	7/27/23	Added Clause 6.0 (ASC Audit criteria)