**Purchasing Notes**

On each ATC purchase order, there may be a note referencing the appropriate purchasing note. They apply to that purchase order. Reference the Purchasing Notes alphanumeric code for the text of the Purchasing Note below. For any questions, refer to your Buyer on your purchase order.

**Q-Notes (Inspection)**

**Q01 Quality Management System – Text Revision Date 10-14-2019**

Seller shall maintain certification, obtained from an accredited certification body, to AS/EN 9100, Quality Management Systems Aerospace Requirements, as may be revised from time to time. ATC Manufacturing (BUYER) reserves the right to make final determination regarding seller compliance to Quality Management Systems requirements.

**Q02 Certificate of Conformance (C of C) – Text Revision Date 10-14-2019**

Seller must provide a certificate of conformance with each shipment which states the product supplied meets all drawing, specification and purchase order requirements. The certificate of conformance shall be signed by a representative of the supplier’s quality assurance department.

Distributors shall provide the manufacturer’s certificate of conformance as described above in addition to their own C of C.

**Q03 Full Certifications – Text Revision Date 10-14-2019**

In addition to the manufacturer’s C of C, the supplier shall provide raw material certifications, special processing certifications (NDI, heat treat, chemical treatment, etc.) and test reports for all tests required by drawing and/or specification.

**Q04 First Article Inspection – Text Revision Date 10-14-2019**

Seller shall perform First Article Inspections (FAI) in accordance with AS/EN 9102, Aerospace First Article Inspection Requirement.

**Q05 Record Retention – Text Revision Date 10-14-2019**

Product inspection records, test reports and other documentation indicating conformance to ATC Manufacturing’s purchase order must be retained by the supplier for a minimum of 11 years.

**Q06 Nonconforming Product Notification – Text Revision Date 10-14-2019**

Nonconforming product will not be shipped to ATC Manufacturing without prior notification and approval. If a nonconformity is discovered subsequent to shipment the supplier is required to notify ATC Manufacturing within 48 hours with nonconformance details and proposed action to be taken.

**Q07 Right of Access – Text Revision Date 10-14-2019**

ATC Manufacturing, their customer, or regulatory agencies reserve the Right of Access to review supplier’s quality system and applicable records. Should this be required, reasonable notice will be given to the supplier prior to visitation.

**Q08 Flow-Down Requirements – Text Revision Date 10-14-2019**

Suppliers are required to flow down the requirements of this purchase order to sub-tier suppliers and special processors.

**Q09 Changes - Product, Design, Production Process or Facility Location – Text Revision Date 10-14-2019**

Suppliers are required to notify and obtain approval from ATC Manufacturing for changes in the product, design or production process, changes in sub-tier suppliers, changes of supplier’s facility location.

**Q10 Commercial Use Only – Text Revision Date 11-13-2019**

Products or materials provided in accordance with ATC Manufacturing purchase order are for commercial use only.

**Q11 Boeing Commercial Airplane Orders – Text Revision Date 10-14-2019**

For Boeing commercial airplane orders, seller shall comply with Boeing form X31764. To ensure seller is conforming to the latest Boeing form X31764, seller shall access this form via the website [http://www.boeingsuppliers.com](http://www.boeingsuppliers.com/) and then selecting Supplier Quality, then Other Supplier Requirements.

**Q12 Shelf Life – Text Revision Date 10-14-2019**

Material must be received at ATC with at least 66% useful shelf life remaining unless otherwise agreed to with ATC.

**Q13 Shelf Life – Text Revision Date 10-14-2019**

Material must be received at ATC with at least 75% useful shelf life remaining unless otherwise agreed to with ATC.

**Q14 Qualified Personnel to Prevent Counterfeit Parts, Contribution to Product Conformity and Ethical Behavior – Text Revision Date 10-14-2019**

Supplier shall have qualified personnel to perform set tasks and perform due diligence to prevent the use of counterfeit parts. The supplier shall ensure those persons are aware of their contribution to the product and service conformity, product safety and importance of ethical behavior.

**Q15 Supplier Performance Review – Text Revision Date 10-14-2019**

Suppliers are reviewed for both conformity (of product, process and/or service) and on-time delivery. When applicable, suppliers not meeting external provider performance will be issued a corrective action and may be relegated to “Disapproved” status. If a supplier is issued a non-conformance report, the supplier’s response shall submitted to ATC within the date specified.

**Q16 Subcontracting – Text Revision Date 10-14-2019**

ATC Manufacturing must approve all subcontracting.

**Q17 Conflict Minerals – Text Revision Date 10-14-2019**

ATC Manufacturing prohibits the use of Conflict Minerals sourced from the mines in the Democratic Republic of Congo (DRC), and requires that suppliers comply with the 2010 Dodd-Frank Wall Street Reform and Consumer Protection Act as it relates to the use of Conflict Minerals sourced from the DRC.

**Q18 Test Specimens – Text Revision Date 10-14-2019**

Test Specimens as specified in the applicable specification or purchase order shall be supplied with each shipment. Applicable inspection/test results are required and must be traceable to the sample tested.

**Q19 Source Inspection – Text Revision Date 10-14-2019**

Source inspection shall be conducted by ATC Manufacturing at the supplier’s facility or where designated in the purchase order prior to shipment. Inspection/test of the items shall be performed by the Seller and shall be subjected to witness by ATC Manufacturing Quality Assurance Representative. ATC Quality Representative shall elect to do 100% or sample of the units. If sample is elected, the sample will be selected by ATC Manufacturing Representative. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection data. Required documentation for shipment must be completed and signed by its Quality Assurance Manager, or designee, and available for ATC Manufacturing Representative review.

**Q20 Calibration of Measurement and Test Equipment – Text Revision Date 10-14-2019**

Calibration and certification of measurement and test equipment must meet the following requirements:

1. All equipment used for calibration is required to be traceable to NIST; where no such standards exist, the basis used for calibration is to be documented.
2. Calibration is required to be performed to a documented method or procedure.
3. Appropriate environmental controls are maintained to the extent necessary to ensure valid measurements.
4. The certificate of calibration will include:
	1. Name and signature of technician performing the calibration
	2. The name and serial number of the equipment
	3. The name of the manufacturer
	4. The date of certification
	5. The calibration method or procedure number
	6. Equipment tolerances
	7. Traceable standards used
	8. The result of the calibration. This includes a statement of any repair or adjustments made. If no adjustments or repairs were necessary, then the actual instrument tolerance should be indicated.

**Q21 Ultrasonic Test Instrument Calibration – Text Revision Date 10-14-2019**

Ultrasonic test instruments shall be calibrated and certified to the instrument manufacturers requirements. The instrument manufacturer requirements shall include a minimum of three points to be checked across the entire usable range of the instrument. All equipment used for calibration is required to be traceable to NIST.

The certificate of calibration will include:

* + Name and signature of technician performing the calibration
	+ The name and serial number of the equipment
	+ The name of the manufacturer
	+ The date of certification
	+ The calibration method or procedure number
	+ Equipment tolerances
	+ Traceable standards used
	+ The result of the calibration. This includes a statement of any repair or adjustments made. If no adjustments or repairs were necessary, then the actual instrument tolerance should be indicated.

**Q22 Calibration of CMM Equipment and Associated Calibrated Items – Text Revision Date 10-14-2019**

Calibration and certification of measurement and test equipment must meet the following requirements:

1. All equipment used for calibration is required to be traceable to NIST; where no such standards exist, the basis used for calibration is to be documented.
2. Calibration is required to be performed to a documented method or procedure.
3. Appropriate environmental controls are maintained to the extent necessary to ensure valid measurements.
4. The certificate of calibration will include:
	1. Name and signature of technician performing the calibration
	2. The name and serial number of the equipment
	3. The name of the manufacturer
	4. The date of certification
	5. The calibration method or procedure number
	6. Equipment tolerances
	7. Traceable standards used
	8. The result of the calibration reported as “As Found” and “As Left” conditions. This includes a statement of any repair or adjustments made. If no adjustments or repairs were necessary, then the actual instrument tolerance should be indicated.

**B-Notes (Shipment Notes)**

**B01 Storage Temperature Requirements – Text Revision Date 10-14-2019**

Storage temperature requirements must be clearly labeled on outside of shipping container and noted on the shipping documents. The stricter of BMS storage temperature or manufacturer storage temperature requirement must be maintained at all times and during transit.

**B02 Shipment Notification – Text Revision Date 10-14-2019**

Provide shipping documents and associated certs via email to ATC Buyer at time of shipment.

**C-Notes (Packaging/labeling)**

**C01 Storage Temperature Requirements – Text Revision Date 10-14-2019**

Storage temperature requirements must be clearly labeled on outside of shipping container and noted on the shipping documents. The stricter of BMS storage temperature or manufacturer storage temperature requirement must be maintained at all times and during transit.

**C02 Packaging Requirements – Text Revision Date 10-14-2019**

Packaging shall be accomplished in such a manner to assure that material, equipment or parts do not get damaged during transportation.

**C03 Packaging Requirements – Palletizing** **– Text Revision Date 10-14-2019**

Shipments are required to be palletized in such a manner to assure that material, equipment or parts are not damaged during transportation.