

The following codes apply to both new products & Repair Station activities as applicable.  
Revisions to this document will appear in **Blue Text**

<b>1.0 General Requirements</b>	
1.1	Suppliers are required to comply with all applicable Quality Codes. Any exceptions must be submitted to, and approved by, AMETEK PDS (PDS) prior to manufacturing any products.
1.2	Suppliers are required to have a Documented Quality Management System in place.
1.3	Suppliers must flow down the following information to their suppliers: <ul style="list-style-type: none"> <li>- All applicable PO requirements including applicable drawing and specification numbers</li> <li>- NADCAP Certification for Special Processes when required by PDS;</li> <li>- Right of access must be granted to specific employees of AMETEK PDS, our customers, and Regulatory Authorities, for the purpose of reviewing records or for conducting an audit in the applicable areas of all facilities, at any level of the supply chain.</li> <li>- The requirement to plan, implement, and control processes appropriate to their organization and the product, for the prevention of counterfeit or suspect counterfeit part use and the inclusion of product(s) delivered to AMETEK PDS.</li> <li>- The document retention requirements stated in Section 3.0;</li> <li>- The Requirement to have a Documented Quality Management System in place</li> </ul>
1.4	Any supplier that is used by your organization must be formally approved per your established procedures and substantiating records made available to PDS upon request.
1.5	Access must be granted to AMETEK PDS, our customers, and regulatory authorities, for the purpose of reviewing records or for conducting an audit in the applicable areas of all facilities, and at any level of the supply chain.
1.6	Suppliers must be sure that their employees are aware of the following: <ul style="list-style-type: none"> <li>- Their contribution to product and/or service conformity</li> <li>- Their contribution to product safety</li> <li>- The importance of ethical behavior</li> </ul>
1.7	Suppliers must provide and maintain a suitable infrastructure necessary for the operation of its processes and to achieve conformity of products and services including: <ul style="list-style-type: none"> <li>- Building and associated utilities</li> <li>- Information and Communication Technology</li> <li>- Suitable tools and software programs for completing the necessary operations</li> </ul>
1.8	Suppliers must provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services including human and physical factors, such as: <ul style="list-style-type: none"> <li>- Social (e.g., non-discriminatory, calm, non-confrontational);</li> <li>- Psychological (e.g., stress reducing, burnout prevention, emotionally protective);</li> <li>- Physical (e.g., temperature, heat, humidity, lighting, airflow).</li> </ul> <p>Suppliers are also responsible for maintaining a clean and safe work environment at all times.</p>
1.9	Suppliers must respond to any Corrective Action Requests issued by AMETEK on, or before, the Response Due Date on the CAR. Requests for an extension must be submitted to AMETEK prior to the Response Due Date.
1.10	All suppliers shall plan, implement, and control processes appropriate to your organization and the product, for the prevention of counterfeit or suspect counterfeit part use and the inclusion in product(s) delivered to AMETEK PDS.
1.11	Suppliers must have eye exams completed on, and records maintained for, all personnel performing inspection functions by qualified a healthcare organization. Examination for visual acuity must meet the following minimum requirements: <ul style="list-style-type: none"> <li>- Near Vision: Must be at least 20/25 in one eye, corrected or uncorrected.</li> <li>- Far Vision: Should be at least 20/30 corrected or uncorrected in at least on eye.</li> <li>- Color Vision: Must Pass under standard lighting conditions using Ishihara, Farnsworth Lantern, etc.</li> </ul>
1.12	Supplier Personnel who perform work on Electronic Assemblies must be certified to IPC-A-610

## 2.0 Required Interactions with AMETEK PDS (PDS)

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| 2.1 | The following items must be communicated with PDS: <ul style="list-style-type: none"><li>- Any nonconformances for products prior to shipment;</li><li>- If a tool that has been used to verify conformity on an PDS Product is found to be out of calibration;</li><li>- Any quality escapes related to PDS products;</li><li>- Suppliers must obtain approval for any changes to processes, products, or services.</li></ul> |
| 2.2 | Suppliers are required to submit changes to their manufacturing facility location, processes, or suppliers for approval  |
| 2.3 | Any changes in the Quality system that may affect the inspection, conformity, or the airworthiness of the article must be communicated to AMETEK PDS for approval prior to incorporating the changes.  |
| 2.4 | Suppliers are required to report failures, malfunctions and defects to PDS in accordance with 14 CFR Part 21.3 if a part, product, or service has been released to PDS and is subsequently found not to conform to the Purchase Order or design data requirements.   |

## 3.0 Control and Retention of Records

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| 3.1 | Suppliers are required to maintain all records that provide objective evidence of compliance to the contract and purchase order requirements for a minimum of sixteen (16) years for New Production or Repair Station activities. Such records include drawings, specifications, work instructions, certifications, test reports, and any other records generated in the course of procurement, manufacturing, testing, processing, inspecting, shipping, and when applicable, records generated by all levels of the supply chain |
| 3.2 | All physical records must be stored in an environment that protects them from loss, unauthorized changes, unintended alteration, and physical damage. Records must be stored on an elevated surface and not directly on the floor.   |
| 3.3 | When documented information is managed electronically, data protection processes shall include protection from loss, unauthorized changes, unintended alteration, corruption, and physical damage  |

## 4.0 Documentation To Be Included With Shipment

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| 4.1 | The following documentation must be included with the shipment for all parts and materials when applicable (This applies to all AMETEK products / part numbers except for catalog type parts): <ul style="list-style-type: none"><li>- Material analysis / certification documentation</li><li>- A Certificate of Conformance (C of C), signed by a member of your quality department, for all material, processes, and parts manufactured by the supplier or sub-tier suppliers. The C of C must include the following or similar statement, "The work accomplished conforms to all PO and Drawing requirements", the Drawing Revision Level that the parts were manufactured to also needs to be noted.</li></ul> |
| 4.2 | The cure date and/or expiration date must be included on the C of C for any product or material that has a shelf life limit established by the manufacturer. All products and materials supplied must have at least 80% of the useable shelf life remaining upon receipt.   |

## 5.0 First Article Inspections

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| 5.1 | Suppliers shall perform a first article inspection on a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation, and tooling are able to produce parts and assemblies that meet all applicable requirements. This activity shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, production process changes, tooling changes, manufacture location changes). |
| 5.2 | Results of the First Article Inspection will be documented on a First Article Inspection Report (FAIR) in AS9102 Format and submitted to PDS for approval using NetInspect.  |

## 6.0 Monitoring and Measuring Resources

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| 6.1 | All suppliers must ensure that all of the necessary monitoring and measuring resources necessary to verify product conformity are available, calibrated, and in good working order  |
| 6.2 | Suppliers shall ensure that monitoring and measuring resources are: <ul style="list-style-type: none"><li>- Suitable for the specific type of monitoring and measurement activities being performed</li><li>- Are maintained to ensure their continuing fitness for their purpose</li><li>- Calibrated or verified or both at specified intervals</li><li>- Properly identified in order to determine their status</li><li>- Are safeguarded from adjustments, damage, or deterioration that would invalidate the calibration status and subsequent measurement results</li></ul> |

6.3	<p>Monitoring and Measurement equipment shall be calibrated and/or verified at specified intervals, against measurement standards traceable to international or national measurement standards shall; when no such standards exist, the basis used for calibration or certification shall be retained as documented information.</p> <p>The Calibration Certificate or Report must include a statement that measurements standards used have records of accuracy directly traceable to N.I.S.T.</p>
6.4	<p>Calibration Labs performing calibrations on tools and equipment for AMETEK PDS shall use measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or certification shall be retained as documented information.</p> <p>The Calibration Certificate or Report shall be provided to AMETEK PDS and (when applicable) include a statement that measurements standards used have records of accuracy directly traceable to N.I.S.T</p>

**7.0 Product Acceptance Requirements**

7.1	<p>All Parts, Materials, and Services shall be complete per the applicable revision of the referenced drawing, process, procedure, specification or special instructions included on the Purchase Order and/or Drawing.</p>
7.2	<p>Surface defects such as scratches, dings, nicks, pits, and tool chatter that expose bare metal and/or are detectable with your finger nail when moved across the defect are cause for rejection.</p>
7.3	<p>If 100% inspection is not used, suppliers shall use statistical techniques (i.e. MIL-STD 105D, ASTM E2555, or equivalent) to verify requirements for design, test, inspection, product acceptance (including production process verification), and related instructions for acceptance by the organization , and as applicable critical items including key characteristics.</p>

**8.0 Control of Nonconforming Products**

8.1	<p>Any deviations from the current drawing, or any referenced material or process specifications given must be submitted to and approved by AMETEK PDS using AAll Form 417 or equivalent prior to shipment.</p>
8.2	<p>Any products that are found to be nonconforming are to be identified and segregated from conforming products to prevent their unintended use or delivery until a disposition has been provided by AMETEK.</p>

**9.0 In addition to the above, the following apply to parts / services for our Repair Station**

9.1	<p>For Certified Repair Stations who perform a maintenance function on any of our products, such as an overhaul, or a repair, a release to service form, FAA Form 8130-3, must be completed by an FAA Certified Repairman and supplied with the applicable component.</p>
9.2	<p>Suppliers who are NOT an FAA Certified Repair Station that perform a maintenance function on any of our products such as an overhaul or a repair, must provide us with the following documentation:</p> <ul style="list-style-type: none"> <li>- Certificate of Conformity stating that all work was performed to the applicable technical data, and include the number and revision level of the technical data that was used to perform the maintenance</li> <li>- Statement of all work performed</li> </ul>
9.3	<p>Equipment, tools, and materials for the performance of maintenance functions on any of our products must be equivalent to those recommended by the manufacturer and acceptable to AMETEK PDS or the Regulatory Authority.</p>