

As part of our AS9100 compliance Loveridge communicates the following quality requirements to its suppliers / vendors:

1. You (the supplier to Loveridge) are to:
  - a. Meet ALL requirements, stated or implied, on the applicable submitted purchase order(s), drawing(s) model(s), specification(s) or other applicable requirements document(s) we have provided in conjunction with any Loveridge orders and agreements
  - b. Communicate with authorized Loveridge purchasing representatives and notify us of any changes to contracts, agreements, or other communicated or understood expectations
  - c. Notify the organization of any changes to processes, products, or services, including changes of your supplier's or changes to location of manufacture, and obtain Loveridge's written approval
  - d. Flow down to your supplier's all applicable requirements from Loveridge
  - e. Provide test specimens for design approval, inspection/verification, investigation, or auditing, when requested
  - f. Retain documented information on the manufacture and release of products and services delivered to Loveridge for a period of no less than 5 years or the intended life of the product or service being delivered, whichever is greater.
2. We intend to monitor and report your performance (on-time delivery, product/service quality, etc.) internally with our management team and may need to issue corrective action, meetings / discussion with your management, and/or termination of the use of your services if necessary.
3. We expect you (the supplier) to:
  - a. Follow any applicable Loveridge or internal approval requirements for the products and services being delivered to Loveridge or its customer, including but not limited to tests, inspections, or other verification requirements (i.e., sampling, documents, production process verification). If the use of statistical techniques for product acceptance are being used we require the use of accepted and recognized standards related to such techniques and reserve the right to approve these techniques
  - b. Train all personnel working on products or services being delivered to us or our customers. Training should include knowledge and proficiency as to their areas of responsibility and influence. If any special processes are performed, personnel should have records of training and qualification as evidence of competence and proficiency
  - c. Allow access to applicable parts of your premises' and/or documentation to perform verification/validation activities, audits, and / or inspections applicable to the products and services being made and/or delivered to us. This access may be required by us, our designated representatives, or our customers
  - d. Have implemented appropriate controls for any design and development activities you perform; (i.e., approval of product manufacture design files, etc.)
  - e. Have implemented a quality management system based on known standards (ISO, AS)
  - f. Use customer-designated or approved external providers when specified, including process sources (e.g., special processes)
  - g. Notify the organization of nonconforming processes, products, or services that impact product being delivered to Loveridge, and obtain approval for their disposition
  - h. Have implemented controls and systems to prevent the use of counterfeit parts or materials.
4. You (the supplier) are to ensure that your personell are aware of:
  - a. Their contribution to product or service conformity
  - b. Their contribution to product safety
  - c. The importance of ethical behavior.

For any Questions or Concerns please contact our AS9100 Management Representative, Kalin Loveridge, at 801-262-1414 or E-mail; [Kalin.loveridge@loveridgemachine.com](mailto:Kalin.loveridge@loveridgemachine.com)