



Aviation Training Consulting, LLC

External Provider Quality Requirements

The External Provider requirements below apply to all Suppliers and sub-tier Suppliers providing raw materials, manufactured components and products to Aviation Training Consulting, LLC (ATC). Acceptance of a Purchase Order from ATC binds the supplier to the Terms and Conditions listed in the Purchase Order and the quality requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by ATC and must flow down these quality requirements to any sub-tier Suppliers. These requirements correspond with the requirements of ATC's customers and AS9100D.

1.1 Quality Management System Requirements

- ATC requires Suppliers and Sub-tier Suppliers to have a current ISO 9001:2015 certification at a minimum when performing design, development, or manufacturing services. AS9100D certification is the preferred level of qualification.

2.1 Quality System Changes and Customer Findings

2.1.1 External Provider shall notify ATC within 10 days of any of the following:

- Changes in its quality system status
- Suspension or loss of third-party registrar's certification status
- Changes in quality organization and process or procedures that affect conformity of any item.
- Identification of nonconforming products.

3.1 Competence, Awareness and Communication of qualified personnel.

3.1.1 External Provider shall ensure that its personnel have the required training and experience.

- Adherence to product or service conformity
- Adherence to product safety
- Importance of ethical behavior

4.1 Prevention of Counterfeit Parts/Material

4.1.1 External Provider shall establish and maintain a Counterfeit Parts Prevention Plan to ensure that Counterfeit parts/material is not delivered to ATC or its customers in accordance with AS6174 section 3 and AS5553 section 4. External Provider shall only purchase products to be delivered by the Original Component Manufacture (OCM)/Original Equipment Manufacture or an authorized distributor. If parts/materials can only be acquired



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from independent distributors or brokers in cases of diminishing material supply (DMS) or obsolescence, written notice will be provided to the ATC Buyer prior to the procurement of these parts/materials. Counterfeit Parts means an unauthorized copy, imitation, substitute or modified part which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.

4.1.2 In the event that the External Provider has identified Counterfeit Parts/Materials that have been furnished to ATC or its customers, the External Provider shall notify ATC of such Counterfeit Parts/Materials within 24 hours. Additionally, the External Provider will have a documented process in place to ensure that the Counterfeit parts/materials are quarantined and do not reenter the supply chain. Upon request from ATC, External Provider shall provide ATC the supply chain traceability to an OCM/OEM or an authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product.

5.1 Calibration

5.1.1 For calibration Purchase Orders, all measurement and testing equipment must be calibrated using an accredited calibration standard and traceability to that standard.

5.1.2 In the event that a major adjustment must be made to bring ATC equipment back into acceptable tolerances, External Provider shall notify ATC in writing.

6.1 Approval of Products and Services

6.1.1 For deliveries that contain electronic components, each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise stated in the Purchase Order. A certificate of conformance (CofC) must contain:

- Supplier Name
- Part Numbers
- Serial Numbers
- Title and signature of authorized representative

6.1.2 ATC will not accept products that do not meet engineering drawing and/or Purchase Order requirements. Products discovered after shipment to be nonconforming will be returned to the External Provider for rework or replacement.

6.1.3 External Provider shall grant facility access to ATC, ATC's customer, and Regulatory Authorities for quality process reviews when product conformity is a concern.

7.1 Prevention of Foreign Object Debris

7.1.1 External provider is required to have a FOD prevention program to ensure the detection and removal of residual debris during operations when manufacturing parts/materials for ATC.