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Information for External Providers

SOP-001

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The following requirements are flowed down through the supply chain of Alpine Bearing as applicable to specific external providers. External providers accept responsibility for applicable requirements within this document by accepting Alpine Bearing's purchase order. All external providers are expected to adhere to sections 1-6. Additionally, any order specified for AS9100 requirements must also adhere to sections 7-14.

1. **Purchase Order Requirements:** Alpine Bearing communicates requirements of all processes, products, and services to be provided through Purchase Orders. Additional information may be found within supplemental documentation mentioned within the Purchase Order.
   [ISO 9001 & AS9100 8.4.3: a]
2. **Approvals:** Alpine Bearing's purchase orders will state any requirements for the approval of products and services, methods, processes, and equipment, and the release of products and services.
   [ISO 9001 & AS9100 8.4.3: b]
3. **Competence:** All personnel performing work on behalf of Alpine Bearing shall be appropriately qualified via education, skills, experience, and training.
   [ISO 9001 & AS9100 8.4.3: c]
4. **Interactions**: Communication between Alpine Bearing and external providers is expected to occur in a timely manner. Interactions may include but are not limited to product or service requirements, quality concerns, performance evaluations, concerns regarding the strategic direction of either organization, process changes, equipment changes, and product changes.
   [ISO 9001 & AS9100 8.4.3: d]
5. **Monitoring of External Provider Performance:** All purchased materials and services are subject to inspection for compliance with all documented requirements. Performance monitoring may include On-Time Delivery, quality of received products, and results of external provider audits.
   [ISO 9001 & AS9100 8.4.3: e]
6. **Verification / Validation:** Additional communication will be held if Alpine Bearing, or its customers, intend to perform any verification or validation activities at the external providers' premises.
   [ISO 9001 & AS9100 8.4.3: f]
7. **Technical Data Requirements:** If applicable, any technical data required by Alpine Bearing will be listed on the Purchase Order, including, but not limited to specifications, drawings, process requirements, or work instructions.
   [AS9100 8.4.3 a]
8. **Design Control:** Any design activities performed on behalf of Alpine Bearing or in the development of products, materials, components, or services purchased by Alpine Bearing shall meet the requirements of AS9100.
   [AS9100 8.4.3: g]
9. **Critical Items/Key Characteristics**: When source documents, drawings, specifications, and/or Purchase Order requirements include special requirements, critical items, or key characteristic requirements, the external provider shall ensure the integrity of these requirements and provide supporting data to Alpine Bearing for approval.
   [AS9100 8.4.3: h]
10. **Test, Inspection and Verification**:

- **Test / Inspection Requirements**: All product to be provided to Alpine Bearing is expected to be tested or inspected by the external provider as applicable. All monitoring and measuring devices used by external providers must be calibrated or verified as fit for use. Items or services provided to Alpine Bearing are subject to verification through additional testing or inspection.
- **Test / Inspection Documentation:** Submission of appropriate documentation may be required as agreed upon. Documents may include but are not limited to first article inspection reports (FAIR), material certifications for raw materials, calibration records for monitoring and measurement devices used, traceability evidence, control plans, inspection sheets, test records, appearance samples, and certificates of conformance (C of C).
  - First Article Inspection Reports must show evidence of acceptance by the external provider's quality representative. First article(s) shall be produced on production equipment and using processes which will be utilized on production runs.
  - When requested, a first article inspection may be performed on prototype articles to determine conformance status to available data.
  - Additionally, the external provider shall produce subsequent first articles per the requirements of AS9102 (i.e. following every major tooling or design change, and subsequent to any evident quality degradation for a specified part or article).
  - Records of all first article activity will be documented as required in AS9100, treated as quality / acceptance records, and made available to Alpine Bearing.
- If any tests are required, the purchase order and/or supplementary documents will state that information to the external provider. Alpine Bearing will evaluate the data in the test reports provided by the external provider to confirm the product meets requirements. Certifications must include a statement of compliance with Alpine Bearing's Purchase Order requirements and any additional referenced requirements.

[AS9100 8.4.3: i]

11. **Statistical Techniques:** Sampling or Statistical Process Control for acquiring and using data to validate product acceptance must be reviewed and approved by Alpine Bearing.
    [AS9100 8.4.3: j]
12. **Expectations:**
    - **Quality Management System:** External providers shall maintain an effective Quality Management System in accordance with the requirements of ISO 9001, AS9100, or equivalent that provides a means of ensuring that products conform to specified requirements. The external provider's Quality Management System must address the requirements contained in this document.
    - **Customer Designation:** The Purchase Order shall indicate if Alpine Bearing, or its customer, requires the external provider to use any designated or approved sub-tier external providers/sources.
    - **Nonconforming Product/Output:** The external provider shall ensure that nonconforming product or output is identified and controlled to prevent unintended use or delivery. The external provider shall not ship nonconforming materials without prior authorization by Alpine Bearing.

- **Counterfeit Prevention:** The external provider is responsible for developing and implementing an anti-counterfeit program to ensure efforts to identify and remove counterfeit product are in place. Removal of counterfeit product shall include reasonable efforts to prevent counterfeit parts from re-entry into the supply chain. Anti-counterfeit programs controlled by external providers of Alpine Bearing must be compliant with AS6834 or the applicable Counterfeit Material standard. Please visit http://www.sae.org/standards to find the appropriate standard applicable to your organization.
- **Change Notification:** Alpine Bearing shall be notified of any changes. Change notification applies to changes to any products, processes, manufacturing site, or materials, regardless of whether the change affects the form, fit, or function of parts. Notification is only required if the change affects products or services provided to Alpine Bearing.
  NOTE: Authorization may be required, see Change Authorization.
- **Change Authorization**: Changes that directly impact agreed-upon requirements require authorization. This may include, but is not limited to, changes to the manufacturer's location, external providers, or material changes.
- **Sub-tier Flow-down**: Alpine Bearing's external providers are expected to flow down product requirements to any of their external providers, including the requirements of Alpine Bearing and Alpine Bearing's customers as applicable.
- **Test Specimens:** Alpine Bearing may request a test specimen for design approval, inspection/verification, investigation, or auditing. These requirements will be stated on the PO provided to the external provider.
- **Record Retention**: Records relating to product provided to Alpine Bearing are expected to be legible, identifiable, and retrievable for a minimum of 5 years. External providers and sub-tier external providers are expected to manage a process that accommodates Alpine Bearing's record retention requirements.

[AS9100 8.4.3: k]

13. **Right of Access**: External providers and sub-tier external providers of Alpine Bearing are expected to allow access by Alpine Bearing, its customers, and any regulatory authorities. The right of access includes access to applicable areas of facilities and documentation.
    [AS9100 8.4.3: l]
14. **Awareness:** Personnel performing work under the control of the external provider shall be made aware of:
    - their contribution to product or service conformity
    - their contribution to product safety
    - the importance of ethical behavior

    [AS9100 8.4.3: m]

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