



## **SUPPLIER TERMS AND CONDITIONS**

### **1. RIGHT OF ACCESS**

Work under this purchase order/contract is subject to government or customer surveillance/inspection at supplier's plant or sub-tier supplier's facility. The supplier will be notified if a surveillance/inspection is to be conducted.

### **2. SUPPLIER NONCONFORMANCE APPROVAL REQUESTS**

Supplier shall notify Service Mold + Aerospace Inc. (SMAI) of any nonconforming material. Requests for any departures from drawings, specifications, or other purchase order requirements must be submitted for consideration by SMAI in writing. SMAI will in turn either approve or deny the approval request in writing. Nonconforming material may not be shipped to SMAI without such written approval. Nonconforming material shipped on an approved non-conformance must be accompanied by a copy of the signed SMAI approval document.

### **3. CERTIFICATE OF COMPLIANCE RAW MATERIALS**

If requested, supplier will include with each shipment, the raw material manufacturer's test report that states that the lot of material furnished has been tested, inspected, and found to be in compliance with the applicable material specifications. The test report will list the specifications, including revision level, to which the material has been tested and/or inspected, and the identification of the material lot to which it applies.

### **4. SPECIAL PROCESS CERTIFICATIONS**

A special process is a method controlled by a contractually required specification where: a product undergoes a physical, chemical or metallurgical transformation, or inspection, where conformance to the specification cannot be readily verified by normal inspection methods; and the quality of the product depends on use of specific equipment operated in a specific manner, under controlled conditions, by trained personnel with instructions, procedures, or standards.

A special process certification shall be provided with each shipment of product delivered on this contract and include the following: customer's order number, part number(s), serial and/or lot numbers (if applicable), material process specification and revision, certification stating the special process was performed per the applicable drawing/specification requirements, processing supplier's name and address, and each certification must be signed and dated by an authorized company representative.

### **5. PACKAGING REQUIREMENTS**

Order number must appear on all bills of landing/packing requirements, if applicable. Supplier shall be responsible for ensuring that items provided under the contract/purchase order are packaged in such a manner that the integrity of jobs are preserved, contamination and corrosion are prevented, and no physical damage occurs.

### **6. DRAWINGS, SPECIFICATIONS, AND QUALITY REQUIREMENTS**

The supplier's Quality System shall assure that the latest applicable drawings, specifications, and quality requirements are compatible with current purchase order agreements and are available and in use by the supplier's manufacturing and inspection areas. Specifications referenced on the purchase order and drawings shall be to the latest revision or supersession, unless otherwise specified. If SMAI's customer intends to perform verification at the supplier's premise, SMAI will inform the supplier about the intended verification arrangements and method of product release.



## **7. FOREIGN OBJECT DEBRIS PREVENTION**

The supplier shall assure that work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable items.

## **8. FLOWDOWN REQUIREMENTS**

All applicable requirements that are invoked or applied to the customer's purchasing document, including this clause, shall be flowed down to the supplier's sub-tier suppliers. SMAI Supplier Quality Manual (SQM-001) is made available upon request.

## **9. AWARENESS**

At no time should any customer, or person at SMAI's facility, be exposed to hazardous material or situations that are not inherent in a component's structure. Residues, films, out-gassing products and packaging materials should comply with OSHA (Occupational Safety & Health Association) standards. For items with inherent hazards, safety notices must be clearly observable. As applicable, MSDS sheets must be provided during the First Article process. These requirements also apply to vendors and suppliers that are interacting with SMAI jobs. Safety is not limited only to the jobs and tools in which employees are involved with.

The behaviour of employees should hold professionalism in high regard to allow for a productive work flow and an ethical and safe work environment. Employees that have work related issues should be aware of the appropriate personnel to bring their concerns to within SMAI and also at supplier's facilities.

## **10. CHANGE AUTHORITY**

The supplier shall provide, in writing, advance notification to the customer of any change(s) to tooling, facilities, materials, or processes at the supplier or the supplier's sub-tier that could affect the customer's contracted product. This includes, but is not limited to, fabrication, assembly, handling, testing, facility location or introduction of a new sub-tier supplier.

## **11. RECORD RETENTION**

Record retention time for all job and quality related documents are a minimum of 7 years.