



WORK INSTRUCTIONS

AWI	003
Revision	NC
Issued	09/09/2015
Revised	N/A

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PURCHASE ORDER TERMS & CONDITIONS

REVISION	REVISION HISTORY	DATE
NC	Original Issue	09/09/2015

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9-9-15
 Date

Approved by *Joel Catap*
 Joel Catap, Quality Manager

9-9-15
 Date



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1. GENERAL REQUIREMENTS

The following terms & conditions apply to the purchase of products/services by Aerocraft. Please note that some requirements are specified on the purchase order while other information is contained within this document. Aerocraft may make changes to purchase order requirements at any time in writing. If changes affect the price, the supplier shall notify Aerocraft in writing. Suppliers shall package all material using environmental friendly materials.

2. APPROVALS

Suppliers shall be approved and comply with prime contractor specifications, when noted on purchase order.

3. QUALIFICATION OF PERSONNEL

The Supplier shall ensure that all personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills, and experience. Records shall be maintained to provide evidence of employee qualifications.

4. QUALITY MANAGEMENT SYSTEM

Suppliers shall have a quality management system, including an inspection system, compliant with their industry standard specification, such as AS9100 for aerospace. If no such industry standard specification exists, then, the supplier's Quality Management System shall be compliant to another quality specification, as specified by the Supplier in writing. The requirements herein shall be incorporated into the procedures of the Supplier to the extent required for the product and services rendered.

5. TECHNICAL DATA / SPECIFICATIONS / DRAWINGS

When specifications, drawings, process requirements, inspection instructions and other relevant technical data are required, Aerocraft will specify such information on the Purchase Order. The Supplier shall be responsible for complying with Aerocraft requirements, customer and/or prime contractor specifications and drawings, as well as all applicable regulatory requirements. Suppliers shall comply with all specifications stated on each Purchase Order and shall maintain a register of all specifications.

6. TEST, INSPECTION AND IDENTIFICATION

When requirements for design, test, examination, inspection, verification (including production process verification), used of statistical techniques for product acceptance, related instructions for acceptance are required, and as applicable critical items including key characteristics, Aerocraft will specify such information on the Purchase Order. The suppliers shall ensure that serial numbers, heat numbers, and other part identifications are maintained through all production process steps.

7. TEST SPECIMEN & CERTIFICATE OF CONFORMANCE

When requirements for test specimen for design approval, inspection, investigation, or auditing are required, Aerocraft will specify such information on the Purchase Order. When required, Suppliers shall provide written Certificate of Conformance for all products/services provided to Aerocraft.

8. NOTIFICATION OF NON-CONFORMANCES

Suppliers shall immediately notify Aerocraft in the event a non-conformance (i.e. discrepancy) is discovered during processing or after the product/service has been delivered. Suppliers shall clearly identify non-conforming material and shall segregate the non-conforming material from acceptable product. Aerocraft reserves the right to charge the Supplier the cost of material and labor required to rework or replace non-conforming/discrepant material.

9. NOTIFICATION OF CHANGES / FIXED PROCESSES

Suppliers shall notify Aerocraft in writing, when changes are made to the Supplier's Quality Management System. These changes may include, but are not limited to: personnel changes, equipment and/or procedures that may affect the processing or servicing. Many Aerocraft customers require processes to be "fixed" once approved, therefore, all parameters noted on an Aerocraft Purchase Order shall be considered "FIXED." No changes shall be made to process parameters unless authorized in writing by Aerocraft.

10. RIGHT OF ACCESS

The Supplier shall allow right of entry, including access to applicable records, for inspection, audit or other quality evaluation purposes, to Aerocraft, customers of Aerocraft, prime contractors as well as all regulatory institutions, such as, but not limited to the FAA and US Military.

11. RECORD RETENTION

Retention times of quality records including certifications shall be 2 years unless otherwise required by specification or prime contractor requirements. Disposal of quality records including certifications after the nominated period of retention shall be at supplier direction.

12. FLOW DOWN OF REQUIREMENTS TO SUB-TIER SUPPLIERS

Suppliers shall not subcontract work without prior written approval from Aerocraft. Once approved by Aerocraft, the Supplier shall flow down requirements to sub-tier suppliers in the Supplier's Purchase Order. These applicable requirements shall include key characteristics, where required.

13. FOR CALIBRATION SOURCES

Suppliers shall comply with the requirements of ISO/IEC 17025:2005 or ANSI Z540-1. All certificate(s) of calibration must reflect compliance.