



## AS9100 Supplier Terms & Conditions Agreement

As a supplier to Aviation Technical Services Inc, it is understood that when accepting our purchase orders, your organizations agrees to meet the following AS9100 requirements in addition to Aviation Technical Services, Inc. General terms and conditions of Purchase. These AS9100 requirements are applicable whenever Aviation Technical Services Inc, Purchase Orders have a "CSD" prefix present on the associated Purchase Order number (or contains some similar aerospace/AS9100 reference). An example of this would be Purchase Order: 574900-CSD. These requirements are therefore, to be considered as terms and conditional to all aerospace purchases:

- Aviation Technical Services, Inc. is to be contacted (by the supplier) in the event of a nonconforming product/material. Approval of supplier non conformance must be accepted by Aviation Technical Services, Inc.
- Aviation Technical Services, Inc. requires retention of training documents and qualification of personnel when applicable. Records must be retained in accordance with applicable regulations.
- Supplier is to notify Aviation Technical Services, Inc. of any changes or substitutions to a product or process and must obtain approval from Aviation Technical Services buyer.
- Aviation Technical Services, Inc. their customers, and regulatory authorities retain the right of access to all supplier facilities involved in the aerospace order and to all applicable records.
- Aviation Technical Services, Inc. their customers, and regulatory authorities retain the right of ensuring persons at any level of the supply chain are aware of:
  - a. Their contribution to product or service conformity;
  - b. Their contribution to product safety;
  - c. The importance of ethical behavior
- The AS9100 standard requires that all applicable customer/regulatory/AS9100 requirements for the supplier to flow-down to sub-tier suppliers (including requirements in the purchasing documents and key characteristics where required). However, Aviation Technical Services, inc. does not allow its aerospace suppliers to subcontract any product or process to a sub-tier supplier without Aviation Technical Services, Inc. expressing written consent.
- Aviation Technical Services, Inc. performs inspection activities to ensure that purchased product meets purchasing requirements. These requirements may include:
  - 1.a. Receiving inspections of supplier products, services and documents are received by designated employees. Aviation Technical Services, Inc. verifies material and paperwork arrive with the appropriate certificate of conformity, and meet the specifications called out on the drawing or engineering document when applicable.
  - 2.a. Products are inspected to ensure they meet requirements (dimensions, etc.) and the results are recorded when appropriate. All special processes (plating, heat treat etc.) where the compliance cannot be verified by inspection will require Certificate of Conformity or applicable certification documents.
  - 3.a. Records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.
  - 4.a. Aviation Technical Services, Inc. expects 100% on time delivery. If the agreed upon delivery cannot be met, the appropriate Aviation Technical Services, Inc. buyer must be notified in advance. If Aviation Technical Services, Inc. monthly supplier evaluation



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identifies a supplier with an on time delivery rate less than 80% a corrective action request can be issued for supplier response.

5.a. Aviation Technical Services, Inc. requires products provided by its Approved Suppliers to be correct and free of defect. If Aviation Technical Services, Inc. monthly supplier evaluation identifies a supplier with quality rejections exceeding 5% of their work orders; a corrective action request can be issued for supplier response.

- Aviation Technical Services, Inc. requires written notification within 48 hours of identifying non conforming product which has shipped to Aviation Technical Services, inc. This notification must identify the purchase order, part number, lot number and all regulatory information including a description of the non-conformance.