



## STANDARD TERMS AND CONDITIONS

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- A. The supplier is responsible to supply product, procedures, processes and equipment approvals
- B. Supplier is responsible for insuring special processes, services, materials obtained from their sub-tier suppliers are in compliance with the purchase order issued including any key characteristics when required.
- C. All requirements to maintain the QMS accountability specifications and requirements are flowed down to the suppliers and attached to the purchase order.
- D. Technical documentation, specifications, drawings, process requirements, inspection instructions, and other relevant technical data shall be the latest revisions at the time of the purchase order issuance.
- E. All suppliers are required to meet standards for design, test, inspection, verification, use of statistical techniques, and related instructions for acceptance to include critical items and key characteristics.
- F. When required, the supplier will be responsible for supplying Aero Tech Service Associates, Inc. any test specimens (e.g., production method, number, storage conditions) for design approval, inspection, investigation, or auditing.
- G. The supplier is required to notify Aero Tech Service Associates, Inc. of changes in product and/or process definitions and obtain Aero Tech Service Associates, Inc. approval.
- H. All suppliers are required to retain records of performance of support for no less than four years after work completion.
- I. Aero Tech Service Associates, Inc. reserves the right of access for review of your Quality/Inspection System, Purchasing System, Manufacturing Processes and all applicable records by us, our customers, and regulatory authorities to all facilities involved in the satisfaction of our purchase orders.
- J. It is the responsibility of the supplier to have on hand approved procedures, processes, and equipment in place to insure the materials, products, supplies or services specified in the Aero Tech Service Associates, Inc. purchase order are acceptable and approved.
- K. Mission System Special components / equipment require a Certificate of Compliance (C of C) form or tag with each shipment. The C of C must state conformance to which applicable technical documentation, drawings, specifications, or what special services were performed.
- L. All suppliers are required to provide format and content of the release documentation package. Any shipment of aircraft components / equipment shall be accompanied by an original Federal Aviation Administration (FAA) Form 8130-3, Airworthiness Approval Tag, EASA, etc., as applicable. In the event the original FAA form has multiple serial numbered items listed on a single form, place an original copy with each subsequent unit.
- M. It is the responsibility of the supplier to provide conditions where defects and un-airworthy conditions must be reported and dispositioned.
- N. A Parts Manufacture Approval (PMA) tag or form is also acceptable for new aircraft components / equipment from the manufacture.
- O. Components / equipment ordered under Aero Tech Service Associates, Inc. Purchase Order System are subject to final acceptance at our fixed base of operation. Missing documentation or certification will automatically result in refusal of acceptance.
- P. If a supplier requests a change to the scope of work or additional funding requirements they first must receive approval by authorized Aero Tech Service Associates, Inc. personnel and then a revised purchase order will be reissued before vendor / supplier proceeds with the service being provided.



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- Q. Shelf Life and MSDS documentation must be provided by supplier as applicable.
- R. The shipment of any material or product that is Non-Conforming to the drawings, specifications, technical documentation or other purchase order requirements shall not be accepted without prior written approval of Aero Tech Service Associates, Inc. Quality Assurance Department.
- S. Suppliers are required to provide weekly and periodic progress reports on components/equipment requiring more than 30 days for manufacturing, processing, servicing and / or repairing.
- T. The supplier is responsible for insuring that qualified personnel are used in fulfilling the requirements specified in the purchase orders issued by Aero Tech Service Associates, Inc.
- U. The supplier is responsible for having in place a Corrective Action System that will identify problems that adversely affect the quality of their product or service and corrects the unacceptable conditions. When a Corrective Action Required (CAR) is issued, it must be completed and returned to Aero Tech Service Associates, Inc. within the time frame stipulated on the CAR. Failure to return an acceptable response to a CAR within the allotted time frame may adversely affect the supplier evaluation and approval status.
- V. No Collect on Delivery (COD) shipments will be accepted by Aero Tech Service Associates, Inc. without prior approval.
- W. Component or equipment shipped to a military installation and delivered to a U.S. Government program is T-1 Tax exempt. FAR 52.211-15: The E-9A program has a rated order certified national defense, emergency preparedness, and energy program use, and the contractor shall follow all the requirements of the Department of Defense Priority and Allocation System regulations (15 CFR 700)
- X. In addition to the clauses listed of the Contract Terms and Conditions, vendors are required to Implement Statutes or Executive Orders —Commercial Items clause of the Purchase Order contract. IAW FAR 52.212-5, the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract.
- Y. Standards of Business Ethics and Conduct  
By acceptance of these Term and Conditions along with the Purchase Order, the Seller represents that it has neither received or given any gifts or gratuities, nor participated in any other conduct in connection with the Purchase Order that violates the Standards of Business Ethics of Aero Tech Service Associates, Inc. If, at any time, the Buyer determines that the Seller is in violation of such Standards, the Buyer may cancel this Purchase Order upon written notice to Seller and Buyer shall have no further obligation to the Seller.
- Z. The requirements of MIL-I-45208A (or equivalent Inspection / Quality System) and MIL-STD-45662 (or equivalent Equipment Calibration System) forms a part of our purchase orders. The supplier shall provide and maintain a system that complies with the requirements of the above referenced specifications. Notwithstanding the provisions of this clause, the supplier is in no way relieved of the final responsibility of furnishing materials, products, supplies or services specified within our Purchase Orders.

Supplier Acceptance of Aero Tech Service Associates, Inc. Standard Terms and Conditions: Supplier

Name: \_\_\_\_\_

Authorized Signature / Title: \_\_\_\_\_