




Supplier Terms and Conditions

ZPF-8.4.3 Rev B 11-19- 2019

Approved by: 

General Flow Down Requirements: The Supplier/External Provider requirements below apply to all Suppliers/External Providers and sub-tier Suppliers/External Providers to ZTECH Precision providing raw materials, manufactured components and products as well as performing material processing such as, but not limited to: heat treating; chemical processing; surface enhancements; non-destructive and destructive testing; coatings; welding; and nonconventional machining processes for Aerospace products. Acceptance of a Purchase Order from ZTECH Precision binds the Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. This document defines the Supplier/External Provider Requirements necessary to satisfy AS9100 & ISO 9001.

- a. Supplier/External Provider agrees to provide any technical data, including the identification of relevant technical data, when required for the processes, products and/or services being provided, including but not limited to specifications, drawings, certificates of conformance, certificates of origin, work instructions, etc.
- b. Supplier/External Provider agree to flow down requirements for the approval of products and/or services, methods, processes, or equipment, and the release of products and/or services, if identified. Each shipment must be accompanied by one legible copy of a statement of conformance when noted on the Purchase Order. A certificate of conformance (C of C), supplied with the shipment must provide at a minimum: Supplier name, part number, purchase order number, quantity of parts, engineering revision, serial numbers (if applicable), and title and name of authorized Supplier representative. Material certifications shall show quantitative analysis of each element and physical testing. Traceability for Raw Material is required and shall be retained and provided to ZTECH Precision with product.
- c. Supplier/External Provider agrees to have work performed by competent persons and including any required qualification of persons. Suppliers are expected to adequately qualify its employees to perform work on ZTECH Precision parts, jobs, and purchase orders, including their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.
- d. Supplier agrees to communicate with ZTECH Precision via email, phone, mail, etc. In addition to the other requirements recorded within this document, Suppliers shall hold all information received from ZTECH Precision in confidence and no third-party request for information will be authorized unless approved, in writing, by ZTECH Precision.
- e. Supplier agrees that performance evaluations are based on meeting the above terms and conditions and PO requirements in timely and effective manner. ZTECH Precision will score Suppliers based on Quality, On Time Delivery, Responsiveness, and Pricing. Suppliers will be rated on a scale of 1 to 5, (1 worst / 5 best). Suppliers that fail to perform in these areas may receive Corrective Actions and may be considered for probation or removal from ZTECH Precision's Approved Supplier List.
- f. Supplier/External Provider agrees to allow required verification and validation activities on their premise when requested. Verification and validation activity requirements will be communicated to the supplier/external provider on the ZTECH Precision purchase order.
- g. Design and development control does not apply to ZTECH Precision's Suppliers/External Providers, unless otherwise specified on our purchase order.
- h. Supplier/External Provider agrees to provide all products and/or services in accordance with any special requirements, critical items, or key characteristics identified. Supplier/External Provider shall not alter these requirements as specified. Supplier/External Provider is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement per the requirements of AS9100D.
- i. Supplier /External Provider agrees to provide any requirements for product testing, product inspection, and product verification, including production process verification. For calibration Purchase Orders, all gauges and instruments must be calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology or another National Metrology Institute to the International System of Units (SI). All provided calibration certifications must specifically state this traceability.
- j. Supplier/External Provider agrees to provide all products and/or services that meet any specified statistical techniques for acceptance required by ZTECH Precision or its customers. The Supplier/External Provider will use a C=0 sampling plan with an AQL of 1 or 100% inspection, unless otherwise specified or agreed upon in writing by ZTECH Precision.
- k 1. Supplier/External Provider agrees to maintain a Quality Management System (QMS) that adequately ensures all product and/or service requirements will be met.

k 2. Supplier/External Provider agrees not to use sub-tiers for any part of the PO requirements unless ZTECH Precision has approved and/or received approval from ZTECH Precision's customer.

k 3. Supplier/External Provider agrees to notify ZTECH Precision if a ZTECH Precision purchase order is affected by any nonconformances within their processes, products, and/or services. Non-conforming material shall be identified as such and securely packaged to prevent cross contamination when product is shipped to ZTECH Precision. If disposal of nonconforming product or part relating to a ZTECH Precision purchase order is required, ZTECH Precision must provide approval and instructions to do so.

k 4. Supplier agrees that by accepting a ZTECH Precision purchase order they are to comply with all applicable SAE AS5553 and DFARS 252.246-7007 and 252.246-7008 requirements regarding counterfeit prevention and risk mitigation processes. Supplier should immediately notify ZTECH Precision if a product or part relating to a ZTECH Precision purchase order is counterfeit. If a product or part is counterfeit and was delivered to a ZTECH Precision purchase order customer, Supplier shall promptly replace product or part with genuine item, if customer requests a replacement. Supplier will be liable for costs related to the disposal or replacement of a counterfeit product or part.

k 5. Suppliers/External Providers are required to communicate in a timely manner regarding PO status, quality issues and all other related matters. Supplier/External Provider agrees to notify ZTECH Precision of changes that may affect ZTECH Precision purchase order requirements including changes relating to the suppliers QMS, changes to PO requirements, changes to product and/or services offered, changes to their sub tiers, and changes to their facility. Supplier/External Provider shall notify ZTECH Precision and obtain ZTECH Precision's approval of any of the above changes and/or actions before proceeding.

k 6. Supplier/External Provider agrees to all flow down requirements requested by ZTECH Precision's respective customer. Supplier agrees to flow down requirements to their sub-tiers.

k 7. Supplier/External Provider agrees to provide test specimens when required for design approval, inspection, verification, investigation, or auditing.

k 8. Supplier/External Provider must keep all data and records related to products conformance. Record retention of all documents generated in the procurement of this order shall be kept for a minimum of 10 years.

l. Supplier/External Provider agrees that ZTECH Precision, ZTECH Precision's customers, or any regulatory authorities have the right to gain access to the applicable areas of their facility and the right to gain access to applicable documented information when requested.

m. Supplier/External Provider agrees to ensure that personnel are aware of their contribution to product and/or service conformity, their contribution to product safety, and the importance of ethical behavior.

Suppliers must certify that all products have not been exposed to mercury in any form while at their facility and a mercury free certificate to be provided when requested.

To ensure product identification and traceability, ZTECH Precision requires material certificates, certificates of conformity, and/or supporting documentation from its suppliers/external providers upon accepting of Purchase Order.

Suppliers/External Providers are expected to pack parts with reasonable care to prevent damage in transit. Parts arriving with obvious transit damage resulting from inadequate part protection or containers will be evaluated.

Any order containing "ITAR", "EAR" and/or "DFARS" documents or electronic media, must be controlled per all applicable regulations.

DPAS, (Defense Priorities & Allocations System), **Rated Orders**: When customers invoke a **DPAS** order, ZTECH Precision will flow this information down on the specific Purchase Order. When the Customer invokes **DPAS**; it essentially means that it takes priority of any other parts being processed. Information is available online if there are questions or concerns. If there is more than one **DPAS** rated order in the system the following applies: the **DPAS** regulation, identified by the **rating** symbol "**DO**" and "**DX**". All **DO rated** orders have equal priority status with each other and take preference over unrated orders. All **DX rated** orders have equal status and take preference over **DO rated** orders and unrated orders.

Revision History

Date:	Revision Level	Description of revision
11-19-2019	A	Updates for AS9100D
04-06-2020	B	Added ref to DFARS in 2 nd to last paragraph on sheet 2. Any order containing "ITAR", "EAR" and/or "DFARS"