

STEP'N COMPONENTS		FORM NO. F-843-001	
Title: SUPPLIER TERMS AND CONDITIONS		REVISION: B	Page 1 of 2
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In addition to requirements noted on each purchase order, suppliers must comply with these T&Cs according to the commodity supplied.

General Terms and Conditions	
QA 1	Machining suppliers must furnish inspection report, certificate of conformance and as applicable material and processing certifications for the parts, they submit to P/M
QA 2	Documented FAIRs shall be submitted to Quality prior to the beginning of production. The supplier assumes all financial responsibility for replacement, rework, and material when production of parts is begun without first article inspection approval from quality. AS9102 f/a form when stipulated on the Purchase Order
QA 3	Any delay in shipment for any reason must be conveyed to P/M quality as soon as the delay is known by the supplier.
QA 4	Any change to the Purchase Order requirements by the supplier must be approved by the P/M in writing. Notify P/M of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain P/M approval.
QA 5	All information on the Purchase Order must be held in confidence by the supplier and no third-party request for information will be authorized unless instructed in writing by a P/M representative. When ITAR and/or government rated data is noted on the purchase order, the US government restrictions must be followed. If you have any questions concerning ITAR or government rating notify the company buyer. All concerns must be answered prior to you accepting this order. All documents to be retained for 10-year min unless extended retention is required by P/M or its customers.
QA 6	In addition to P/M's right of access, the supplier agrees to right of access for P/M customers, or regulatory agencies to all facilities at any level of the supply chain, involved in the order and to all applicable records in the performance of this Purchase Order.
QA 7	Manufactures or machining suppliers must have a quality system in compliance to AS9003, AS9100, or ISO9001; P/M may make conditional exceptions based on supplier survey information or applicable customer requirements. Suppliers must maintain a minimum total quality score of 67 when scored using the following weight: Average Delivery factor: 0-35. Average Quality Factor: 0-50, Average Quantity Factor 0-5, Average Price Factor 0-10
QA 8	Suppliers are required to obtain documented approval from P/M prior to transferring any work to a new facility.
QA 9	Supplier must have a process to control counterfeit parts from being delivered to P/M This includes a product produced or altered to imitate or resemble a product without authority or right to do so, with the intent to mislead or defraud by passing the imitation as original or genuine.
QA 10	Arrangements for P/M's approval of the supplier's disposition of nonconforming material.
QA 11	Requirements for the supplier to flow down to their sub-tier suppliers the applicable requirements in P/M purchasing documents, including key characteristics and applicable F.O.D. control processes where required.
QA 12	Requirements for the supplier to comply with executive order E13224. Supplier shall not engage in any transaction of any type with persons or businesses or organizations who commit, threaten to commit or support terrorism.
QA 13	Supplier must ensure that its personnel are aware of their contribution to product/service conformity and product safety and the importance of ethical behavior.

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Combined T&Cs by Commodity: Processing Suppliers	
QA-14	Processing suppliers must furnish processing certifications to P/M purchase order requirements and shall not process any parts for which they are not certificated or approved. Acceptable quality system requirements are AC7004, ISO9001, or AS9100; P/M may make conditional exceptions based on supplier survey information or applicable customer requirements. Supplier must have the ability to ensure the adequacy of the special-process provided and provide P/M the required documentation per purchase order requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.
Combined T&Cs by Commodity: Material Suppliers	
QA-15	Material suppliers must furnish material certifications to P/M purchase order requirements and shall not supply material for which they are not certificated or approved. When noted on our purchase orders, raw material supplied must be DFARS compliant material. Acceptable quality system requirements are ISO9001, AS9100 or AS9120; P/M may make conditional exceptions based on supplier survey information or applicable customer requirements. The Supplier must have the ability to ensure the adequacy of the product provided and provide P/M the required documentation per purchase order requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.
Combined T&Cs by Commodity: Machining and Manufacturing Suppliers	
QA-16	For Machining and Manufacturing suppliers QA 3 - QA 14 are applicable. The Supplier must have the ability to ensure the adequacy of the product provided to P/M and provide the required documentation per purchase order requirements.
Combined T&Cs by Commodity: Calibration and Testing Suppliers	
QA-17	Calibration and Testing suppliers must furnish calibration/test reports to P/M purchase order requirements, and be traceable to the specific equipment or item for which they are calibrating or testing, traceability to NIST and/or other national or international standards must be supplied. ISO9001, ISO 17025, Nadcap testing, ANSI Z540, and/or Navlap accreditation will be the quality system requirements; P/M may make conditional exceptions based on supplier survey information or applicable customer requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.