

ELECTRON COIL INC. (ECI) SUPPLIER TERMS AND CONDITIONS

- Suppliers are complied to meet SAE AS9100, Par. 8.4.3.
- Unless otherwise advised, a Certificate of Conformance/Analysis must accompany all shipments. All COC/COA's at minimum must contain: Date, Part Number, Revision, Quantity, PO Number/Line, any special requirements listed on Line Item notes and Signature.
- Standard Policy of Acceptable Deliveries: 5 days Early / 0 days Late.
- Supplier will be responsible to refer to appropriate drawing and revision for specific requirements. Any special requirements that are not on drawing will be noted on PO Line Item Notes for that particular Part Number.
- Any substitutions, whether equal to or better than, or deviations from Purchase Order, drawing or specification requirements MUST be approved by ECI prior to manufacturing/shipping.
- Counterfeit Parts: The Supplier shall certify that only new and authentic materials are used in products delivered to ECI and that the products delivered contain no Counterfeit Parts.
- Limited Shelf Life Items: Materials with limited shelf life shall indicate the date of manufacture, Lot number and applicable specification on the container. Supplier shall supply life limited product with at least 75% of the life remaining unless approved otherwise by ECI.
- Reporting of discrepancies, omissions and/or the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or engineering data will be brought to the attention of ECI for resolution.
- Calibration: All inspection measuring & test equipment used by the Supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.
- Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from sub-tier Suppliers.
- Right of Access: ECI, its customers and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements.
- Record Retention: Supplier shall maintain records of inspections, tests and process controls called for by the contract. Unless specified elsewhere in contract or attachments, the documents shall be on file, stored and protected in such a manner that they remain legible, readily identifiable and readily available to ECI when requested for a minimum of 10 years.
- Notification of Disclosure: When a nonconformance is determined to exist or is suspected to exist on goods and/or services provided to ECI under this Contract, supplier shall provide written Post Delivery Notification within 48 hours upon discovery. Notification must identify the purchase order, part number, lot number and a description of non-conformance.
- Supplier shall, on request, provide statements of corrective action on non-conformities or failures of Suppliers goods or services.
- Supplier shall obtain ECI's prior written approval with respect to the disposition of any non-conforming products or materials supplied, that does not meet engineering drawing or documents under contract or Purchase Order. In the event that non-conforming materials are present and the materials are deemed acceptable or useable by the Supplier, it is still the responsibility of the Supplier to inform ECI so that a determination can be made for the use of said materials.
- As a minimum, the Supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration and physical damage during shipment. Electrostatic sensitive products shall be packed in ESD protective bags.
- Suppliers shall flow-down to Sub-tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.
- Suppliers shall hold all information received from ECI in confidence and no third party request for information will be authorized unless approved in writing by ECI.
- Training documents and qualifications of personnel must be retained in accordance with applicable regulations and available for review by ECI if requested.