



## Terms and Conditions of Purchase Orders

1. Suppliers who manufacture a direct material as well as suppliers of calibrated products and/or services are required to maintain, at all times, a current registration status to an applicable internationally recognized standard (i.e. ISO 9001, ISO/IEC 17025) or compliance to an applicable recognized standard.
2. If supplier(s) are working towards registration to an international standard, a letter noting timing of registration and name of registrar must be submitted to Electro-Spec.
3. Suppliers shall comply with all federal, state, and local regulatory requirements for environmental health and safety standards regarding the manufacturer and processing of products delivered to Electro-Spec including any Electro-Spec customer requirements.
4. Suppliers grant right of access by Electro-Spec, our customer(s), and authorities to all facilities involved in the order and to all applicable records.
5. Supplier agrees to notify Electro-Spec of any changes to supplied material and/or process, changes of suppliers, and **changes of manufacturing facility location**, 30 days prior to the change for Electro-Spec approval.
6. Notify Electro-Spec of nonconforming product or material and obtain approval from Electro-Spec for nonconforming product disposition.
7. Suppliers of chemical products agree to provide a Certificate of Analysis or Certificate of Compliance, for each lot of chemicals.
8. Calibrations performed are to be traceable to a nationally recognized standard (i.e. N.I.S.T.) and supply supporting documentation showing calibration of instruments, gages, and equipment used to perform calibration are traceable to a nationally recognized standard. This information shall be submitted to Electro-Spec.
9. If products or services are outsourced to a sub-supplier, all requirements outlined on the PO must flow-down to your suppliers.
10. Records resulting from actions to meet the requirements of the PO must be maintained for a minimum of 7 years.
11. Supplier understands their contribution in both the product/service conformity, and to the safety of the product provided to Electro-Spec.
12. Supplier has, and can provide upon request, a process or policy for Ethical Behavior
13. Supplier will be monitored for On Time Delivery and Quality. Supplier must meet a minimum requirement or be subject to a Corrective Action.
14. All future PO's accepted agree to these Terms and Conditions.



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### Revision History:

11/30/09 Item 10 added 3 years record retention for PO's.

9/22/2015 Changed from 3 years records retention of PO's to 7

6/22/2017 Added 30 day notification of any change for customer approval.

4/23/2018 Added requirement from 2016 AS9100 revision, section 8.4.3, letter M  
See line items 12 and 13.

5/29/2019 Rearranged lines 11-13 for better flow and added, Removed the need for a signature as these terms will be acknowledged upon acceptance of the purchase order by the supplier

6/12/2019 Added line 13, Supplier will be monitored for On Time Delivery and Quality. Supplier must meet a minimum requirement or be subject to a Corrective Action