



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 9001:2015, ISO/IEC 17025:2017) 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.
 - a. The service must be provided with the supplier's accredited ISO/IEC-17025:2017 program and scope of accreditation.
 - b. As-found calibration data must be reported in the certificate of calibration when calibrated items are found to be out-of-tolerance.
 - c. The equipment/standards used to perform the calibration must be identified in the certificate of calibration.
 - d. Subcontracting of these accredited services is prohibited.
 - e. The customer must be notified of any condition that adversely impacts the laboratory's ability to maintain the scope of accreditation.
 - f. Performance of the services listed on this order is contingent on the laboratory's accreditation having been achieved through an on-site accreditation assessment by the AB within the past 48 months.
 - g. Any additional technical and quality requirements, as necessary, based upon a review of the procured scope of services, which may include but at not necessarily limited to, tolerances, accuracies, ranges, and industry standards.
9. If products or services are outsourced to a sub-supplier, all requirements outlined on the PO must flow-down to your suppliers. Calibration services cannot be outsourced to a sub-supplier
10. Records resulting from actions to meet the requirements of the PO must be maintained for a minimum of 7 years.



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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. Supplied Product must be RoHS/REACH, CMRT, and EMRT compliant unless otherwise noted by the responsible buyer.
15. All future PO's accepted agree to these Terms and Conditions.

Revision History:

03/07/2018- New.

04/27/2018- Added requirement from 2016 AS9100 revision, section 8.4.3, letter M. See line items 12 and 13

04/30/2019- Removed the need for a signature as these terms and conditions will be acknowledged upon acceptance of the purchase order by the supplier. Rearranged lines 11 and 13 for better flow.

06/12/2019- Added term stating that Supplier will be monitored for On Time Delivery and Quality. Supplier must meet a minimum requirement or be subject to a Corrective Action.

3/2/23 – Added item 14, Supplied Product Must Be RoHS/REACH Compliant Unless Otherwise Noted by The Responsible Buyer.

06/14/2024- Added CMRT and EMRT compliance to line 14.

09/24/2024- Added text to line item 9 saying that Calibration cannot be outsourced to a sub-supplier without approval from Electro-Spec, Carolina.

12/3/2024---Added bullets a-g to line item 8.