

## AS9100 Terms & Conditions

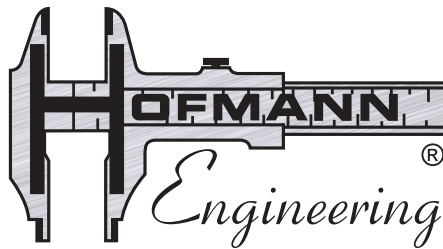
1. These terms and conditions are additional to the standard Hofmann Engineering terms and conditions (MF0002 see [www.hofmannengineering.com](http://www.hofmannengineering.com) )
2. Supplier shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents.
3. Supplier shall establish and maintain records to provide Objective Quality Evidence of conformity to purchasing requirements and of the effective operation of the supplier's quality management system.
4. Unless stated otherwise in the purchase order, at a minimum, each quality record is to be maintained for at least seven years.
5. Records shall be available for review by Hofmann Engineering, its customers and regulatory authorities, as required.
6. Suppliers are to provide their procedures for controlling relevant records to Hofmann Engineering's purchasing for review by the Purchasing Manager.
7. Supplier shall notify Hofmann Engineering of nonconforming product or process prior to delivery and await for Hofmann Engineering's approval of supplier nonconforming product.
8. Supplier shall maintain Objective Quality Evidence of Hofmann Engineering's approval of supplier nonconforming product. The supplier organization shall take action to determine and eliminate the cause of nonconformities in order to prevent reoccurrence and to provide Objective Quality Evidence to Hofmann Engineering, and/or our customers, assuring them of the quality of delivered goods.
9. If it becomes evident that non-conforming product has been inadvertently released to Hofmann Engineering then Hofmann Engineering requires to be notified within 24 hours of such a discovery.
10. Supplier shall notify Hofmann Engineering of any changes in the product and/or process used in the manufacture of the product. Hofmann Engineering reserves the right for approval of the product, the parts used, the materials used, the procedures used and the equipment used by the Supplier in fulfilling the Purchase Order requirements.
11. Supplier shall provide Certificates of Conformity for product delivered,
  - a. Including the parts used,
  - b. the materials used,
  - c. the procedures used
  - d. the equipment used in fulfillment of the Purchase Order requirements.
12. Hofmann Engineering, 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.
13. All items of this purchase order are subject to in-process quality surveillance by Hofmann Engineering and/or its customer.
14. At any time, Hofmann Engineering may notify the supplier of specific requests for on-site surveillance. Hofmann Engineering reserves the right to request the opportunity to witness any actions in support of this order.
15. The supplier shall provide no less than three business days advance notification to Hofmann Engineering's procurement representative before items are ready for any requested Hofmann Engineering source surveillance.
16. The supplier shall not proceed without Hofmann Engineering present or without Hofmann Engineering QA written authorization to proceed.
17. The supplier shall provide reasonable facilities and assistance, including all quality records and related data for contracted goods, upon request.
  - a. Certification/ Test Report Provisions
  - b. Material Certification is required to accompany the part(s) with the shipment.
  - c. Plating Certification is required to accompany the part(s) with the shipment.
  - d. Special Process Certification is required to accompany the part(s) with the shipment.
  - e. Test Reports required with the shipment.
  - f. Raw Material Process Certification and Test Reports required with the shipment.

### DISTRIBUTOR PROVISIONS

18. Material certifications and/or inspection/test data must be maintained at Distributor's facility and furnished to Hofmann Engineering upon request.
19. Material to be identified and traceable to manufacturer's part number, lot number, date code for all electronic and electrical parts, raw material, mechanical machined parts, etc.
20. Original Manufacturer's Certificate of Compliance is required with shipment.
21. Distributor's Certificate of compliance must identify the original manufacturer and lot number for traceability. The original manufacturer's Certificate of Compliance must be maintained by the Distributor for a minimum of 10 years and be available upon Hofmann Engineering's request.

### ELECTRONIC ASSEMBLIES

22. Parts used are to be ESD controlled per ANSI/ESD S20.20-2007, ESD Association standard for- the Development of an Electrostatic Discharge. Control Program for Protections of Electrical and Electronic Parts, Assemblies and Equipment.
23. Suppliers are required to have an ESD Control Program Plan - recommended guidelines per ANSI/ESD S20.20-2007.



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24. Suppliers are required to have a Foreign Object Debris (FOD) Control Program Plan.
  25. Electrostatic discharge sensitive materials must be packaged in proper ESD protective packing, identified with the proper ESD Labels, and receiving paperwork must not be placed inside the ESD bags with the components. Class 0 components are to be marked as such.
  26. Soldering materials, processes used and cleanliness requirements shall be in accordance with ANSI/J-STD-001, Class 3, Requirements for Soldered Electrical and Electronic Assemblies.
  27. Workmanship shall be inspected and certified to conform to the requirements specified by IPC-A-610, Acceptability of Electronics Assemblies
- Periodic self-audit of supplier's internal FOD prevention practices
  - And to provide periodic FOD training to employees
35. IPC/EIA-J-STD-001 (Latest Revision) Requirement for soldered electrical and electronic assemblies, Class 3 is required.
  36. Items provided on this purchase order have the following lot traceability requirements:
    - Each shipment shall only be from one Date Code
    - Components too small to have a Date code marking shall have their packaging identified with the appropriate Date Code marking

### FAR/DFAR FLOW DOWN PROVISIONS

28. Where called out the seller must comply and flow down DFAR clause 252.225-7014: Preference for Domestic Specialty Metals (latest Rev) and Alternate 1 (latest revision).

### INSPECTION PROVISIONS

29. Supplier is to provide First Article Inspection documentation to AS9102 Standard (Latest Revision) with shipment. The First Article piece should be tagged as such.
30. Changes to process, movement of machines or a time of two years has lapsed since an item has been last supplied then a new delta or complete first article needs to be carried out.

### PURCHASE ORDER PROVISIONS

31. Rev items indicated as, "\*\*\*" must be manufactured to the latest documented revision.
32. All requirements stated on the purchase order that are applicable to sub-tier suppliers, shall be flowed down via purchasing documents, including any key characteristics that have been identified.
33. Original Manufacturer's Certificate of Compliance is required with shipment.
34. Supplier shall maintain Foreign Object Debris/Damage (FOD) prevention program including:
  - A review of manufacturing processes to identify and eliminate foreign object entrapment, periodic self-audit
  - The Buyer's right to perform FOD prevention Program audits

### SHELF-LIFE PROVISIONS

37. The material supplied on this purchase order shall be accompanied by a shelf-life Certificate.
38. The material shall be received with the remaining shelf life greater than the minimum specified on the Purchase Order.

### UNIQUE TO PURCHASE ORDER

39. Special process suppliers (e.g., shot peen, plating, heat treatment, bonding, non-destructive testing, welding, coating, chemical processing, electro-mechanical machining, etc.) shall require accreditation through the National Aerospace and Defence Contractors Accreditation Program (NADCAP) as a pre-requisite for Hofmann Engineering approval.
40. All quality records (non-electronic) shall be documented in ink or other permanent marking.
41. The following must be requested in writing to the Buyer and approved in writing from Hofmann Engineering prior to incorporation:
  - An anomaly noted in a drawing or specification that could result in a non-conformance.
  - Lack of clarity or definition in a drawing or specification.
  - A request for an alternate method to a quality system requirement.
42. All electrical piece parts shall have a Certificate of Compliance and be purchased direct from vendor or authorized distributor. Authorized piece part distributors or the OEM shall be used as source of supply.