

# Hi-Tech Plating Inc. & The Tinning Co.

## Supplier Terms and Conditions

Hi-Tech Plating & The Tinning Co. values the relationships that have been established with our suppliers. In order to ensure continued quality of the products and services provided, the following terms and conditions are incorporated by reference into our standard Purchase Order form:

1. **QUALITY SYSTEM** - Suppliers shall maintain a Quality Management System adequate to insure that products and/or services meet or exceed all requirements as specified on the Purchase Order. The system shall be capable of correcting non-conformances and preventing their reoccurrence.
2. **CHANGES** - The supplier is required to notify Hi-Tech Plating & The Tinning Co. of any changes in product and/or process that may impact an order and also any significant changes to the supplier's facilities or organization. This includes, but is not limited to fabrication, assembly, handling, testing, facility location, or introduction of a new sub-tier supplier.
3. **RIGHT OF ACCESS** – Acceptance of this Purchase Order grants Hi-Tech Plating & The Tinning Co. and its customer and regulatory authorities the right of entry to the supplier's facility and the right of access to any records for the purpose of verifying that purchased materials or processes conform to specified requirements.
4. **RECORDS** - Suppliers shall maintain records relating to the product or service provided and these records shall be provided upon request.
5. **SUBCONTRACT** – Suppliers shall not subcontract any part of an order without the knowledge and consent of Hi-Tech Plating & The Tinning Co.
6. **FLOWDOWN REQUIREMENT** - Suppliers are required to flow down to approved sub-tier suppliers and sub-contractors any applicable Purchase Order requirements.
7. **FOR OUR MATERIAL SUPPLIERS** – Material Suppliers must provide material certifications ( **Certificate of Compliance** ) to the Purchase Order requirements, verifying that the order meets all referenced standards.
8. **FOR OUR CALIBRATION/TESTING SUPPLIERS** – Calibration and Testing Suppliers must provide test reports to the Purchase Order requirements and be traceable to the specific equipment or item for which they are calibrating or testing. The equipment employed must be traceable to National Standards.
9. **Record Retention:** Supplier must maintain records for a period of 7 years.
10. **NONCONFORMANCES** –
  - a. Suppliers must notify Hi-Tech Plating & The Tinning Co. immediately of any nonconforming material that should be found prior to shipment.
  - b. Any nonconformance discovered by Hi-Tech Plating & The Tinning Co. will result in a Corrective action report (CAR) issued to you. CAR's are to be answered in writing within 30 days and prior to payment.
  - c. Suppliers are responsible for all costs associated with a nonconformance including material replacement and the shipping costs involved.
11. **GENERAL** – Suppliers are required to periodically review the Terms and conditions as stated above as these may be modified without additional notification.
12. Prevent the use of counterfeit parts.
13. Ensure personnel in your organization are aware of importance of their contribution to product conformity, product safety, and utilization of ethical behavior.

Processing of Hi-Tech Purchase Orders will constitute vendors acceptance and compliance with our Terms and Conditions