



SUPPLIER AGREEMENT

Dear Supplier,

Please read the following terms and conditions. As a supplier to Alpha Circuit you are required to abide to these terms and conditions.

- Alpha Circuit, Alpha Circuit’s Customer and regulatory authorities have right of access to supplier’s as well as sub tier supplier’s manufacturing facilities, Certificates and Quality records if needed.
- Supplier agrees to provide applicable requirements mentioned in the purchase order even if that requires obtaining information from sub-supplier. In addition, these records must be retained for minimum of three years at supplier or sub-supplier location.
- Supplier agrees to keep all quality & manufacturing records for a 3-year period prior to disposition.
 - ❖ Records must be store electronically with backup stored out side of facility or hard copy stored in fireproof cabinet.
 - ❖ Disposition of records must be eradicated electronically or paper records must be shredded.
- Each lot shipped to Alpha Circuit must have traceability to raw material used and quality data.
- Calibrators and other Service Provides are required to notify Alpha Circuit Corp. whenever out of specification conditions are found.
- Certificates of Calibration must be traceable to NIST standards and in accordance with manufacturer specifications.
- Supplier agrees to provide 3rd party certification every year.
- Process changes that affect product have to be approved prior to production.
- Each shipment has to be accompanied with a certificate of compliance.
- Packing Slip must include P O number, qty ordered, qty ship, back order and lot number.
- All DMR’s/Action Requests have to be resolved within 4 weeks.

For Supplier Use:

I, the undersigned, do hereby warrant that I have authority to sign for the company. I hereby enter this agreement on behalf of “Supplier”.

Business Name: _____

Date: _____ Signature: _____ Title: _____