



730 Oaklawn Avenue—Elmhurst, IL 60126
Tel.: (630) 617-5555 Fax: (630) 617-5598
Email: alpha@alphacircuit.com

Terms and Conditions for Providers of Products, Processes, or Services

External providers of products, processes, or services to Alpha Circuit Corporation (ACC) are required to adhere to the following terms and conditions:

- 1) External providers are required to flow down all applicable requirements herein described to all sub-tier suppliers down the supply chain to the point of manufacture.
- 2) ACC takes pride in its reputation for quality, service, safety, and ethical behavior. We recognize our external providers as partners in maintaining that reputation and expect their commitment to service, quality, ethical behavior, and product safety.
- 3) ACC monitors the performance of its external providers. Failure to achieve 90% On-Time Delivery and 90% Quality Acceptance may result in removal from the Approved Supplier List. All DMR's / Action Requests have to be resolved within 4 weeks.
- 4) Approved Suppliers with 3rd party Quality Management System certification are favored by ACC. Providers agree to make available such certificates as applicable.
- 5) Provider agrees to keep all quality & manufacturing records for a 3-year period prior to disposition. Method of disposition shall be determined by the provider. Records must be stored electronically with backup stored outside of the facility or hard copy stored in a fireproof cabinet.
- 6) Provider agrees to supply product or service as described in the purchase order. When applicable, non-standard requirements will be documented on the Purchase Order. Non-standard requirements may include:
 - Required competence or qualification of persons
 - Required verification / validation by Alpha or its customer at the external providers' premises
 - Required use of customer designated or approved external providers of product, service, or process
 - Required testing, inspection, and verification
 - Required statistical techniques for product acceptance
 - Required test specimens provided for approval, inspection, verification, investigation, or auditing
 - Other special requirements, critical items, key characteristics, and applicable statutory and regulatory requirements
- 7) Provider shall not ship any product not meeting all drawing and Purchase Order requirements without prior written ACC approval. In the event nonconforming product has been inadvertently shipped, provider shall notify Alpha Circuit Corporation ASAP and obtain organization approval for nonconforming product disposition.
- 8) Provider shall notify ACC in writing of any process / product changes that could impact form, fit, or function and obtain ACC approval. Provider shall also notify ACC in writing of any significant organizational or facility changes.
- 9) Alpha Circuit Corporation, its customer and regulatory authorities have right of access to supplier's as well as sub tier supplier's manufacturing facilities, certificates and quality records as needed.
- 10) Calibration Services and other Service Providers are required to notify ACC whenever out of specification conditions are found.
- 11) Certificates of Calibration must be traceable to NIST standards and in accordance with manufacturer specifications.
- 12) All correspondence regarding purchase orders must be directed to the Purchasing Agent. All verbal communication affecting purchase orders shall not be binding until confirmed in writing with the Purchasing Agent.
- 13) Each shipment must be accompanied by a Packing Slip. Packing Slips must include Purchase Order number, quantity ordered, quantity shipped, quantity back ordered, and lot number(s) as applicable.
- 14) Each lot shipped to ACC must have traceability to raw material used and quality data. Certificates of Compliance must be provided where appropriate. Providers of raw laminate must supply the manufacturer's test reports for each lot shipped to ACC.
- 15) Perishable material must be clearly identified with date of expiration and have at least 1 month shelf life remaining at delivery.
- 16) Hazardous materials shall be clearly identified as such and the supplier shall provide Safety Data Sheets with the first delivery.
- 17) Product and materials shall be packaged using best commercial practices to prevent damage, deterioration, and degradation.
- 18) Provider shall have a process in place to assure FOD free products (*Foreign Object Debris*) are delivered to ACC.
- 19) Providers are required to prevent the use of counterfeit parts by exclusive use of original or authorized manufacturers, authorized distributors, or other approved sources.

21 February, 2018