



AS9 100 Supplier Terms and Conditions Agreement

General: As a supplier to Hi-Tech Mold & Engineering, Inc., (hereafter called Hi-Tech), it is understood that your organization agrees to meet the following stipulations/AS9100 requirements whenever a Hi-Tech Purchase Order specifies that the order is for an aerospace application/job (or contains some similar aerospace/AS9100 reference). These requirements are, therefore, to be considered as terms and conditions to all aerospace purchases.

1. Where required on the Hi-Tech Purchase Order, suppliers must use customer-approved special process sources. These sources will be communicated to you by Hi-Tech on the Purchase Order.
2. Hi-Tech is to be contacted (by the supplier) in the event of nonconforming product/material. Arrangements for the approval of supplier nonconforming product/material must be directed by a Hi-Tech authorized manager or designee.
3. Furthermore, the supplier is required to notify Hi-Tech of any changes to a product and/or process and to obtain approval of such change from an authorized Hi-Tech manager or designee.
4. Hi-Tech, their customers, and regulatory authorities retain the right of access to all supplier facilities involved in the aerospace order and to all associated/applicable records.
5. Hi-Tech requires that all applicable customer/regulatory/AS9100 requirements for the supplier to flow-down to your supplier/sub-tier suppliers (includes requirements in the purchasing documents and key characteristics).
6. Hi-Tech performs inspection activities to ensure that purchased product meets purchase requirements. They may include:
 - Receiving inspections (of supplier products/services/documents) may be/are performed by a designated Hi-Tech employee. Hi-Tech verifies the authenticity of the appropriate certificate of conformity, material certificates, etc. and other accompanying documentation by review and comparison (as is appropriate) to the drawing and/or industry specifications, or by other means. When necessary, Hi-Tech may inspect or audit at the supplier's facility.



- All incoming finished parts, bar stock, forgings, special tooling, or any item that is used in the manufacture of aerospace parts must be boxed or otherwise protected during shipping.
- Hi-Tech retains the right to refuse any shipment because of damage that may occur because of improper packaging, etc. and return it to the supplier for replacement at the supplier's cost.
- The supplier shall provide suitable processes for the prevention, detection, and removal of foreign objects as detailed in the AS 9100 (revision D) standard, sections 8.1, 8.5.1 (o.), and 8.5.4 (b.).
- Furthermore, products are inspected to ensure they meet requirements (dimensions, etc.) and the results are recorded (as appropriate). All processes and special processes (anodizing, heat treat etc.) where the compliance cannot be verified by inspections will require a Certificate of Conformity.

7. When appropriate, Hi-Tech may delegate the inspection authority to one of its approved suppliers. Hi-Tech will communicate the inspection requirements and maintain a record of those approved to carry out such inspections.

8. When Hi-Tech or its customer intends to perform verification at the supplier's premises, Hi-Tech will first state the intended verification arrangements and the method of product release. This information will be communicated on the Hi-Tech Purchase Order or via another acceptable purchasing arrangement.

9. Where specified in the contract, Hi-Tech's customer or customer's representative will be afforded the right to verify at the supplier's premises and Hi-Tech's premises that subcontracted product conforms to specified requirements. Verification by the customer is not used by Hi-Tech as evidence of effective control of quality by the supplier and shall not absolve Hi-Tech nor its supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.



10. To prevent the purchase of counterfeit or suspect/unapproved products, to ensure product identification and traceability, and for other reasons, Hi-Tech will institute controls that include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation from its suppliers as is appropriate. These requirements may be either specified on Hi-Tech's Purchase Order or may otherwise be communicated to the supplier.

11. All associated records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.

12. Hi-Tech may also require specific actions where timely and/or effective corrective actions to a supplier issue(s) are not achieved. These actions may include but are not limited to any or all of the following: withholding payment until the issue is resolved, removal of the supplier from Hi-Tech's Approved Supplier List, and legal actions.