

## SUPPLIER REQUIREMENTS / TERMS & CONDITIONS

Scott Machine Inc. is required by its customers to be SAE AS9100 registered. Therefore, purchasing requirements listed in SAE AS9100 under 8.4 apply to both Scott Machine Inc. and all of its production related suppliers. If you supply raw material, special processing, machining, non-destructive testing, etc. for aerospace product, as a supplier you must comply with SAE AS9100, as well as the following requirements:

1. The supplier shall have an effective Quality Management System and shall ensure that product conforms to the specified requirements.
  - 1.a. All Statutory and Regulatory requirements, including safety and SDS, shall be adhered to.
2. Scott Machine expects 100% on-time delivery and the supplier will be rated by this standard. Your Delivery performance will be observed and corrective actions may be requested if warranted.
3. Scott Machine expects 100% quality. Your Quality performance will be observed and corrective actions may be requested if warranted. Parts will be checked by inspection, including all certifications.
4. In the event you use suppliers to complete Scott Machine product, you must use a Scott Machine Approved Supplier list, which we will make available for you. Prior approval is required for outsourcing any product or service.
5. You must notify Scott Machine in the event of any nonconforming material or product. Disposition approval must be granted prior to any further processing of product.
6. Scott Machine must be notified should you make any changes to your product or process. Notification of any changes should be directed to Mrs. Christine Ganton at [chrisganton@scottmachineinc.com](mailto:chrisganton@scottmachineinc.com)
7. When required, Scott Machine and its customers shall be afforded the right to verify at the supplier's premises and the organization's premises that subcontracted, that the product conforms to the specified requirements.
8. Verification by the customer shall not be used by the organization as evidence of effective control of quality by the supplier and shall not absolve the organization of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer. Where key characteristics are noted on the print or P.O., they must be treated as key characteristics by all suppliers.
9. When appropriate, Scott Machine may delegate the inspection authority to one of its approved suppliers.
10. Records must be made available for review by Scott Machine, Scott Machine's customers or any regulatory authority.
  - 10.a. Records shall be legible, identifiable and retrievable. Controls shall be in place for identification, storage, protection, retrieval, retention and disposition of these records.
11. Records established to provide evidence of conformity to aerospace requirements shall be retained for 15 years unless otherwise noted on purchase order.
  - 11.a. Scott Machine must be contacted for determination of record disposal.

12. Scott Machine 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 the Scott Machine Approved Supplier list, and any appropriate legal action.

13. Suppliers are expected to be aware of their contribution to product safety and the Conformity of the product(s) they process or sell to Scott Machine, Inc. and the importance of ethical behavior. Ref. 8.4.3 of AS9100:2016.

**REVISION LOG:**

Rev.	Section(s)	Change / Description	Change date	Reviewed by:	Approved by:
A		Original release	1/29/18	C. Donnell	T. Bouldrey
B	Title; 1.a; 2., 3.; 10.a, 11.a; 13.	Title: was "Terms & Conditions". 2., 3.: Rewording of issuance of corrective actions. 1.a., 10.a, 11.a., 13.: added new sections per AS9100D.	5/2/18	T. Bouldrey	C. Ganton