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**PURCHASE ORDER QUALITY REQUIREMENTS (updated 3/11/2019)**

By accepting this PO the supplier agrees to all terms and conditions listed here.

1. All applicable certificates to be sent with each shipment.
2. Machined parts require a First Article Inspection Report (AS9102 for aerospace parts) prior to first shipment.
3. Supplier acknowledges TERRY’S right of access to its facilities, product, and/or related quality records at any time, by TERRY’S, its customer, or regulatory authorities in order to verify quality of products or work. Right of access may be limited to only those records and product applicable to TERRY’S products or contracts at any level of the supply chain.
4. All purchasing requirements shall be flowed down to sub-tier suppliers or subcontractors.
5. Supplier to notify TERRY’S immediately of any significant changes to their QMS status, unexpected anomalies, non-conformances, changes in product and/or process, changes of suppliers, and/or changes of manufacturing facility location. TERRY’S reserves the right to approve such changes or incidents before work is allowed to proceed.
6. Supplier acknowledges it shall apply suitable corrective action when presented with TERRY’S complaints, nonconformance and/or corrective action reports.
7. Supplier inspection and quality system shall assure applicable drawings, specifications, and quality requirements are compatible with current purchase order and are available and in use by supplier manufacturing and inspection personnel. Latest revisions shall apply unless otherwise noted on PO.
8. Suppliers of direct production parts require First Article Inspection process in accordance with SAE AS9102. A complete FAI must be submitted prior to shipment of product. Partial or complete re-accomplishment of the First Article Inspection for affected characteristics is required for changes in product design; any change in the supplier’s manufacturing process, or other events as prescribed within AS9102.
9. Records pertaining to the manufacture, inspection and test of TERRY’S products shall be retained for a minimum of eleven (11) years. The supplier shall maintain parts traceability records as required per applicable drawing and specification requirements. The supplier’s certificate of conformity package shall include parts traceability data. Supplier shall also flow down record retention requirements to their sub-tiers. Records must be stored in an area which meets all local Fire and Life Safety Codes that prevents loss, damage or deterioration. All data stored by electronic means shall be secure with back- up procedures, and audited to verify the integrity of the data.
10. Supplier shall establish, document and maintain a FOD control program in accordance with NAS412. The goal of the program is to control and eliminate foreign object damage and/or contamination appropriate to the supplier’s manufacturing, assembly, test, inspection, packaging and shipping operations. Supplier shall also flow down FOD control program requirements to their sub-tiers.
11. Suppliers shall put into place a documented program to avoid, detect, mitigate and disposition counterfeit parts and materials. Electronics suppliers should utilize and reference AS5553 for guidance. All other suppliers should utilize AS6174 for guidance. Supplier shall also flow down counterfeit parts program requirements to their sub-tiers, especially but not limited to: Electronic parts suppliers, Raw material suppliers and Distributors
12. Tooling including inspection equipment furnished by TERRY’S or TERRY’S customers does not relieve the supplier of the responsibility of proving the adequacy of all tooling. Any anomalies found in such tooling must be immediately reported to the appropriate TERRY’S Procurement Representative. All TERRY’s furnished tools must be maintained and returned with order as applicable.
13. Supplier shall include a Certificate of Conformance (C of C) document providing written assurance that all work performed in connection with the appropriate TERRY’S purchase order conforms to purchase order requirements. This can be a separate document from the packing sheet, or included on the packing sheet. NOTE: The original signature and / or stamp of supplier’s authorized Quality Representative are required and must be dated. Secured, computer-generated signatures are acceptable. Additionally, the certification statement must state the suppliers Quality Assurance department has inspected the parts and they adhere to all contract requirements, applicable drawings and / or specifications.
14. All received products and material supplied are subject to independent verification testing including physical and chemical analysis by an independent laboratory.
15. When test reports are utilized to verify externally provided products, the organization shall implement a process to evaluate the data in the test reports to confirm that the product meets requirements.
16. Supplier shall notify TERRY’s appropriate buyer regarding material or part obsolescence as soon the information is available, with expectation of at least six months prior to last date an order will be accepted.
17. Special Processors (non–manufacturing) shall be AS9003 or satisfactory audit to Nadcap (AC7004) unless otherwise agreed and approved in writing.
18. Where applicable, supplier will provide test specimens for design approval, inspection/verification, investigation and/or auditing.
19. Comply with all statutory and regulatory requirements.
20. Parts shall be protected during handling, processing and shipment from any/all damage. Parts shall be free of burrs and sharp edges as per engineering drawing.
21. Suppliers shall ensure that all personnel within the organization are aware of the importance of ethical behavior and their contribution to the quality, conformity and safety of the products or services provided. These requirements shall also be flowed to sub tier suppliers.
22. Supplier shall comply with the Aerospace Industries Association of America (AIA) *Global Principles of Ethics in the Aerospace & Defense Industry*, available for review here: <http://asd-europe.org/business-ethics>