



PURCHASE ORDER TERMS AND CONDITIONS  
01/2015 Rev. 3

**PACKING AND SHIPPING:** Supplier shall prepare and package product for Heroux Devtek Wichita to prevent damage and deterioration during shipping.

**SHIPMENT/DELIVERY:** Shipments or deliveries, as specified in the Purchase Order, shall be strictly adhering to: the specified quantities, without shortage or excess; and the specified schedules. Shipments may be ahead of schedule by no more than seven (7) business days unless otherwise specified in the Purchase Order and be no later than the need date specified on the Purchase Order. Failure to adhere to schedule will negatively impact supplier rating. Supplier must notify Heroux Devtek Wichita of any anticipated or actual delay, the reasons thereof, and the actions being taken by Supplier to overcome or minimize delay.

**Heroux Devtek Wichita FURNISHED MATERIALS.** All materials furnished by Heroux Devtek Wichita, including blueprints, mylars, tooling, programs, electronic data, etc. are to be returned with the product upon completion of the order unless otherwise specified in writing.

**SUBCONTRACTING/APPROVED SUPPLIERS.** Any HEROUX DEVTEK Wichita supplier may subcontract HEROUX DEVTEK Wichita work to another supplier provided that HEROUX DEVTEK Wichita is provided with the same rights and protection as contained in the Right of Entry clause. Prior to subcontracting, HEROUX DEVTEK Wichita must be contacted for written approval. Suppliers may only use approved suppliers of HEROUX DEVTEK Wichita and its customers. All applicable requirements in the Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required.

**RIGHT OF ENTRY.** Supplier shall allow HEROUX DEVTEK Wichita representatives, HEROUX DEVTEK Wichita customers, and regulatory agencies right of entry into the Supplier's facilities to determine and verify product, process, records, personnel, material, procedures and systems.

**QUALITY.** Supplier shall provide and maintain an inspection system which will assure that all delivered products conform to Purchase Order requirements, whether manufactured or processed by the supplier or a sub-tier supplier. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to drawings, specifications and other Purchase Order requirements. Unless otherwise specified in the Purchase Order, all drawings, specifications and other requirements are of the current revision as of the date of the Purchase Order. Supplier shall notify HEROUX DEVTEK Wichita if there are any significant changes to their management system etc. that would significantly affect the quality of the product they are supplying to HEROUX DEVTEK. Supplier shall notify HEROUX DEVTEK if they make changes to their drawing(s) or procedures that would affect the product they are supplying to HEROUX DEVTEK. Supplier quality documentation shall be available in the English language.

**INSPECTION AND TEST EQUIPMENT.** Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard.

Calibration records must be maintained and made accessible to HEROUX DEVTEK Wichita, as required.

**FOREIGN OBJECT DAMAGE.** Supplier shall control and prevent foreign object damage or contamination during manufacture, assembly, inspection and shipment.

**RECORDS.** The Supplier shall maintain records of work performed for HEROUX DEVTEK Wichita. Records shall include the certificate provided to HEROUX DEVTEK Wichita as well as all records that substantiate the certificate. These records shall be maintained in any format for a minimum of ten (10) years.

**NON-CONFORMING MATERIAL.** Supplier must notify HEROUX DEVTEK Wichita of any nonconforming product and make arrangements for approval to submit nonconforming product. Rejected goods shall be removed, repaired, or replaced by and at the expense of the Supplier promptly after notification of rejection.

**CERTIFICATIONS.** Supplier must ensure that individual parameters within a given specification have been met. Certifications must reflect that all applicable manufacturing and process specifications contained on applicable HEROUX DEVTEK Documents, such as engineering drawings, process specifications, references to military standards, have been met. The specifications must be listed on the certification in proper sequence.

**FIRST ARTICLE INSPECTION.** If required by HEROUX DEVTEK Wichita on the Purchase Order, first article inspections are to be recorded on form AS9102, as revised. Any other format used must be compliant with AS9102 and accepted by HEROUX DEVTEK Wichita prior to use.

**CALIBRATION SERVICES ONLY.** Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration shall be provided with each calibration.

**REPAIR STATION SPECIFIC REQUIREMENTS.**  
a) Supplier must provide evidence of FAA approvals for requirements stated in the HEROUX DEVTEK Wichita Purchase Order.  
b) Supplier must comply with format and contents of HEROUX DEVTEK Wichita release documentation package requirements when stated in the Purchase Order.  
c) Supplier must report any defects and un-airworthy conditions immediately via telephone and email to the Quality Manager of HEROUX DEVTEK Wichita. The product must be tagged and segregated pending the response from HEROUX DEVTEK Wichita.

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**Questions should be directed to:**

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