



General Terms and Conditions

G01 Right of Entry

All items of the purchase order/contract are subject to surveillance; including facilities, equipment, personnel, product, procedures, systems, and records at Supplier's facility and any level of the supply chain. A representative of Aero-Plastics, our customer and/or the FAA, or equivalent agency, may jointly perform such surveillance. Supplier must notify Aero-Plastics of changes in manufacturing facility location.

G02 Product Control

Supplier agrees not to make any change in material or design that would affect the part or any component thereof without prior written authorization. Supplier must notify Aero-Plastics of changes in product and/or process.

G03 Process Control

Supplier shall use process control techniques for all key characteristics identified on the purchase order/contract or on the drawing. Supplier shall maintain records subject to examination and furnish copies of charts or graphs used in process control with shipments unless waived in writing by Aero-Plastics.

G04 Special Processes

Validation and periodic revalidation of special processes, when the resulting output cannot or will not be verified by subsequent monitoring, measurement inspection, or test shall only be performed by NADCAP or end customer (Boeing, Vought, etc.) approved sources.

Certification is required for all special processes (e.g. heat treat, penetrant inspect, shot peen, etc.). Functional test reports or results shall be furnished by Supplier as required by the applicable purchase order/contract, drawing, or specification.

G05 Tooling

Supplier shall be responsible for proper care, usage, protection, and return of all Aero-Plastics furnished tooling and measuring equipment.

G06 Suppliers/Subcontractors

Supplier shall maintain complete and accurate records regarding all subcontracted items and/or processes. Supplier's use of subcontractors or suppliers shall comply with Supplier's Quality System approval for said subcontractors or suppliers. Unless Aero-Plastics' prior written authorization or approval is obtained, Supplier may not purchase completed or substantially completed Products or Services. Supplier is responsible for ensuring current revision specification requirements are utilized for the product ordered. Supplier must notify Aero-Plastics of changes in Suppliers and/or Subcontractors. Supplier must flow down to the supply chain the applicable requirements including Aero-Plastics' requirements.

G07 Lot Tracking

Supplier shall have a lot tracking system in place for traceability of materials, manufacturing, and any processes performed.

G08 Material Control

Aero-Plastics furnished material shall require strict accountability by Supplier. Supplier shall maintain positive individual lot integrity of finished product and identification of any standards, finished products, and/or excess materials. At the time of delivery on the purchase order/contract, Supplier shall return any excess materials furnished by Aero-Plastics.

Supplier shall clearly mark, maintain an inventory of, keep segregated, identifiable, and secure all of Aero-Plastics' and/or Aero-Plastics' Customer's supplied property and all property to which Aero-Plastics and its Customers has acquired an interest. Supplier assumes all risk of loss, deterioration, destruction, or damage of such property and lost paperwork, while in Supplier's or its subcontractors' or suppliers' possession, custody, or control. Deterioration does not include items deteriorated due to the lapse of shelf-life or other inherent deterioration.

Supplier furnished material shall have in addition to the requirements of Aero-Plastics furnished material, complete and verified certifications and test reports containing all necessary information for acceptance by Aero-Plastics.



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Certifications for material or parts shall additionally reflect the temper, form, and size of the raw material as originally manufactured by the raw material producer. Supplier shall retain test reports provided by the raw material producer, as well as Supplier's validation test results as quality records traceable to the conformance of goods.

G09 Time Sensitive Materials / Shelf Life

Where time sensitive materials are used, Supplier shall include on all certifications or packing slips the type of material, expiration date, cure date (as applicable), and lot or batch number.

G10 Delivery

Delivery of any material or parts shall be no later than specified delivery date and no earlier than seven days before specified date. Materials or parts received earlier than seven days before specified date shall be returned to Supplier at Supplier's expense. Delivery of any subcontracted processes shall be considered as late one day after specified delivery date on purchase order.

G11 Freight

Any items requested to ship via UPS, FedEx, or CH Robinson – please call Aero-Plastics for account number to use. No insurance premiums will be allowed unless authorized in writing. Charges accrued through Supplier's failure to ship in accordance with Aero-Plastics instructions will be debited from Supplier's account. Invoices with freight exceeding \$25.00 must have a copy of the original freight bill sent with the invoice prior to payment submittal.

G12 Import/Export

In performing the obligations of a purchase order/contract, both parties will comply with all applicable export, import and sanctions laws, regulations, orders, and authorizations applicable to the export (including re-export) or import of goods, software, technology or technical data items or services, including without limitation the Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), and regulations and orders administered by the Treasury Department's Office of Foreign Assets Control (collectively, Export/Import Laws).

G13 Proprietary Information & Items; Licensing

Supplier agrees to protect from disclosure all confidential, proprietary and/or trade secret information belonging to Aero-Plastics, Inc. and Aero-Plastics, Inc.'s customers. Any proposed use of such beyond that authorized by the purchase order will be subject to a license agreement.

G14 Compliance with Laws

Supplier shall be responsible for complying with all legal requirements, including but not limited to, the provisions of any statute, ordinance, rule, regulation, judgment, decree, order, permit, approval, license, or registration applicable to its performance under the purchase order/contract. Supplier shall notify Aero-Plastics of any aspect of Supplier's performance that is prohibited under any legal requirements, at the earliest opportunity, but in all events sufficiently in advance of Supplier's performance of such obligation. Supplier agrees to indemnify and to hold harmless Aero-Plastics and Aero-Plastics' Customers from any failure by Supplier to comply with any legal requirement.

G15 Government Requirements

If any of the work to be performed on the purchase order/contract is performed in the United States, Supplier shall, at the request of Aero-Plastics, certify that the Products or Services covered by the purchase order/contract were produced in compliance with the Fair Labor Standards Act (29 U.S.C 201-291), as amended, and the regulations and orders of the U.S. Department of Labor issued there under. In addition, the following FAR's are incorporated herein either by attachment to this document or by some other means of reference.

FAR 52.222-26 "Equal Opportunity"

FAR 52.222-35 "Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era"

FAR 52.222-36 "Affirmative Action for Workers with Disabilities"

FAR 52.222-39 "Notification of Employee Rights Concerning Payment of Union Dues or Fees"

FAR 52.247-64 "Preference for Privately Owned U.S.-Flagged Commercial Vessels"



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G16 Publicity

Without Aero-Plastics' prior written approval, Supplier shall not, and shall require that its subcontractors or suppliers shall not, release any publicity, advertisement, news release, or denial or confirmation of the same regarding any Order or Products or Services, or the program to which they may pertain. Supplier shall be liable to Aero-Plastics and/or its Customers for any breach of such obligation by any subcontractor or supplier.

G17 Infringement

Supplier will indemnify, defend, and hold harmless Aero-Plastics and its Customers from all claims, suits, actions, awards, liabilities, damages, costs, and attorneys' fees related to the actual or alleged infringement of any United States or Foreign intellectual property right and arising out of the manufacture, sale, or use of Products by either Aero-Plastics or its Customers. Aero-Plastics and/or its Customers will duly notify Supplier of any such claim, suit, or action; and Supplier will, at its own expense, fully defend such claim, suit, or action on behalf of Aero-Plastics and/or its Customers. Supplier shall have no obligation under the purchase order/contract with regard to any infringement arising from: (i) Supplier's compliance with formal specifications, other than specifications which reflect one or more industry standards in which event this exception (i) shall not apply, issued by Aero-Plastics or its Customers where infringement could not be avoided in complying with such specifications or (ii) use or sale of Products for other than their intended application. For purposes of the purchase order/contract only, the term Customer shall not include the United States Government.

G18 Insurance

Supplier shall maintain in continuous effect a property insurance policy covering loss, destruction or damage to all property in which Aero-Plastics, Inc. and Aero-Plastics, Inc.'s customers have a financial interest.

Q01 Quality System Requirements

Supplier shall provide and maintain a Quality System that is acceptable to Aero-Plastics. The Supplier's Quality System is subject to annual review and approval by Aero-Plastics during the purchase order/contract duration.

Q02 Document Control

All planning, drawings, digital data and/or derivatives, sketches, etc. issued with purchase order/contract are of the revision in effect on the date of the purchase order/contract and must be returned to Aero-Plastics upon completion. No planning, drawings, digital data and/or derivatives, sketches, etc. shall be copied without the express written consent of Aero-Plastics. Supplier shall keep confidential and protect from disclosure all proprietary information and property obtained from Aero-Plastics and/or Aero-Plastics' customers. Unless authorized, Supplier shall use Aero-Plastics supplied information and property only in the performance and purpose of the purchase order/contract. Upon request by Aero-Plastics and the completion, termination, or cancellation of purchase order/contract, Supplier shall return all such information and property to Aero-Plastics.

Q03 Verification Activities

Customer verification activities performed at any level of the supply chain does not absolve the organization of its responsibility to provide acceptable processes, products, and services and to comply with all requirements. Verification activities can include a review of objective evidence of the conformity of the processes, products, and services from an external provider (e.g., accompanying documentation, certificate of conformity, test documentation, statistical documentation, process control documentation, results of production process verification and assessment of changes to the production process thereafter). When external provider test reports are utilized to verify externally provided products, the Supplier shall implement a process to evaluate the data in the test reports to confirm that the product meets requirements. When Aero-Plastics has identified raw material as a significant operational risk (e.g., critical items), the Supplier shall implement a process to validate the accuracy of test reports. Supplier is required to perform inspection per Q11 Sampling for all associated features. Acceptance/Rejection criteria must be indicated per Q05 – Certificate of Conformity.

When a Coordinate Measuring Machine (CMM) is used, best fit alignments will not be used for any product supplied to Aero-Plastics without written approval.



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Q04 First Article Inspection Report

Supplier shall perform a First Article Inspection (FAI) using the AS9102 format using a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation, and tooling are able to produce parts and assemblies that meet requirements. This activity shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, production process changes, tooling changes). Current revision of AS9102 must be used based on Buyer Purchase Order date.

Q05 Certificate of Conformity or Compliance

Includes a statement of conformity on the Certificate and/or Packing Slip and identifies the Acceptance/Rejection criteria and Acceptance Status on all articles adhering to all contract requirements, applicable drawings, and specifications. A signed certificate of conformity is required with each shipment for all parts, materials, or processes performed.

Functional test reports or results shall be furnished by the Supplier and/or Manufacturer of raw goods as required by the applicable purchase order/contract, drawing, or specification. Certificates and Test Reports must ensure that a clear chain of custody has been established between all entities to ensure traceability for a given lot number.

Q06 Control of Nonconforming Product and Corrective Action

Individual nonconforming product must be adequately identified. Supplier shall provide written notification to Aero-Plastics within (1) one day when a nonconformance is determined to exist or is expected to exist on Product already delivered to Aero-Plastics under any order. When Aero-Plastics notifies Supplier of a detected nonconformance, Supplier shall immediately take action to eliminate the nonconformance on all products in Supplier's control.

When nonconforming product is determined to be Supplier's fault, Aero-Plastics will provide Supplier with notification. Upon receipt of such notification, Supplier shall develop and implement acceptable corrective action.

Corrective Actions must include containment, root cause, corrective action, and verification of effectiveness plan and be submitted to Aero-Plastics within fourteen days of notification. Supplier shall maintain verification that root cause and corrective action has occurred and has resolved the nonconforming condition. This verification shall occur after implementation of the corrective action to ensure detected nonconformance has been eliminated. Aero-Plastics reserves the right to review the verification data at the Supplier's facility or have the data submitted to Aero-Plastics.

Q07 Quality Records

Supplier shall maintain quality records (e.g. FAIR, material certifications, test reports, etc.) at their facility that are traceable to the conformance of product/part numbers delivered to Aero-Plastics. Quality records may be hard copy, electronic, or other media. All quality records must be legible and stored in a suitable environment to prevent damage, deterioration, or loss.

Q08 Record Retention

Supplier shall maintain, and have available on a timely basis, Quality Records traceable to the conformance of product/part numbers delivered to Boeing. Supplier's shall make such records available to Regulatory Authorities, our Customers, and Aero-Plastics authorized representatives.

Supplier shall retain Quality Records for 14 years from the date of shipment under each applicable order for all product/ parts numbers unless otherwise specified.

At the expiration of such period set forth above and prior to any disposal of records, Supplier will notify Aero-Plastics of records to be disposed of and Aero-Plastics reserves the right to request delivery of such records. In the event Aero-Plastics chooses to exercise this right, Supplier shall promptly deliver such records to Aero-Plastics at no additional cost on media agreed to by both parties. Aero-Plastics requires that the provisions/requirements set forth above be included in Supplier's direct supply contracts related to the Products/Part Numbers. Supply Chain shall mean network of material, equipment, information, and services integrated into products and services for the ultimate customer.



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Q09 Digital Product Definition (DPD) / Model Based Definition (MBD)

When Digital Product Definition (DPD) data is utilized in manufacturing, inspection and sub-tier flow-down of product definition, Supplier shall have a Quality System to control DPD data to the extent necessary to fulfill program requirements that is in accordance with document D6-51991 "Quality Assurance Standard for Digital Product Definition at Boeing Suppliers" and obtain Buyer approval as DPD Capable.

Q10 Acceptance Authority Media

When acceptance authority media are used (e.g., stamps, electronic signatures, passwords), Supplier shall comply with the AS/EN/JISQ 9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System (QMS). Supplier shall, upon Aero-Plastics' request, be able to demonstrate evidence of communication to its employees and to its supply chain; use of AAM must be considered as a personal warranty of compliance and conformity.

Supplier shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include but not limited to:

- Authority Media Application Errors (i.e. omission, typos, legibility, etc.)
- Authority Media Application Untimely Use (i.e. documentation is not completed as planned, "stamp/sign as you go", etc.)
- Authority Media Application Misrepresentation (i.e., uncertified personnel, falsification of documentation, work not performed as planned, etc.)
- Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper use of authority media, etc.)

Q11 Sampling

Supplier shall perform 100% inspection for in-process and final inspection or use sampling plans that are statistically valid and conform to D1-8007 "Requirements for Supplier Statistical Plans". The plan shall preclude the acceptance of known defectives in the lot.

Q12 Calibration System and Notice of Significant Out-Of-Tolerance Conditions

Supplier shall establish, implement, and maintain a process for the recall of monitoring and measuring equipment requiring calibration or verification. Supplier shall maintain a register of the monitoring and measuring equipment. The register shall include the equipment type, unique identification, location, and the calibration or verification method, frequency, and acceptance criteria. Calibration or verification of monitoring and measuring equipment shall be carried out under suitable environmental conditions. Supplier shall determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose and shall take appropriate action as necessary.

Calibration service providers are additionally required to calibrate equipment in accordance with the accuracy and precision limits identified by the OEM and providing measurement data to support out of tolerance notifications.

Q13 Foreign Object Debris / Damage (FOD) Prevention Program

Supplier shall establish and maintain a FOD prevention program in accordance with AS/EN/SJAC 9146 Foreign Object Damage (FOD) Prevention Program – Requirements for Aviation, Space, and Defense Organizations and D6-85622, Foreign Object Debris/Foreign Object Damage Prevention Requirements that includes processes and procedures.

Q14 Requiring PC 700 Acknowledgement and No FAA-PMA

Supplier acknowledges that the parts and/or materials being shipped under an Aero-Plastics' purchase order are intended for use under Boeing's Federal Aviation Administration (FAA) issued Production Certificate 700 and no articles (or constituent parts thereof) or the accompanying paperwork (e.g., packages, shippers, etc.) contain any Federal Aviation Administration- Parts Manufacturer Approval (FAA-PMA) markings.

Q15 Proposition 65

All externally supplied goods to Aero-Plastics Inc shall be labeled in compliance with California's Proposition 65 law and implementing regulations. Seller must notify Buyer of any Goods shipped without a Proposition 65 label;



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upon receipt of such notice, Buyer may, at its option and Seller's expense return the Goods for refund or credit or retain such Goods in which case Seller shall provide labels and further instructions for the labeling of such Goods.

Q16 Counterfeit Product and Materials

Seller shall implement a counterfeit product and material detection and avoidance system that is consistent with the requirements of the latest dated version of SAE AS5553 standard as of the effective date of this contract. Seller shall include the substance of this article, including this flow down requirement, in all subcontracts for products and material awarded by Seller for work under this Contract.

Q17 Ethics

Seller will comply with and flow down the following Code of Conduct – All suppliers are prohibited to engage in any activity that creates a conflict of interest; must comply with all laws, regulations, statutes, rules, and acts; must report any illegal or unethical conduct to Management or other appropriate authorities; and must understand the implications of ethical behavior. For more information regarding ethical conduct, contact Quality@aero-plastics.com